



REQUEST FOR QUOTATION

Old Coach Parking Lot Upgrade

Columbia Valley Greenways Trail Alliance

Request for Quotation – Old Coach Parking Lot

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1 BACKGROUND

The Columbia Valley Greenways Trail Alliance (Greenways) is a British Columbia Society and registered charitable organization, established for the purpose of working in partnership with the community and local government agencies to advocate the development, maintenance, and responsible use of sustainable trails on public and private lands to promote year-round healthy living and community values.

2 OBJECTIVE

The purpose of the Request for Quotation (RFQ) is to obtain qualified offers from established organizations which have a proven track record with parking lot/trail construction. These aspects include clearing and grubbing through to final edging/drainage.

Project Summary

The Old Coach Trail is a 9-kilometre walking or cycling route that runs between Radium Hot Springs and Dry Gulch. This is a historic route that was travelled by Model Ts in the 1920s — signage along the trail offers insight into this fascinating history. The trail winds along the benchlands above the Columbia River, offering spectacular views of the Columbia Wetlands below.

The Old Coach Trail has two trailheads: north and south. The southernmost access is in Dry Glutch. A parking area is available to vehicles, accessible right off Highway 93/95. The trail serves a wide range of user groups, and the parking area is heavily used.

The project will include the upgrade of the existing entrance way, which is approximately 400m in length and 6m wide. Requirements include the removal and disposal of old asphalt, raising the existing surface and placing and compacting gravels. This will also include upgrading of the existing parking lot for flow of vehicles and increased parking area. This will include grubbing and clearing of organics, gravel hauling, placement, compaction, and ensuring adequate drainage is in place.

Greenways has a Project Manager to oversee all aspects of this construction project.

The construction tasks are as follows:

- 1) **Parking Lot and Entrance Upgrade**, which includes the following:
 - a) Clearing and grubbing and removal of organic material and waste material (See Appendix One – Clearing and Grubbing)
 - b) Subgrade preparation, inclusive of cuts/fill/compaction, import/export of fill to achieve design subgrade elevations
 - c) Hauling, or arranging for hauling, to site of gravel, crushed and screened to specification (See Appendix Two – Gravel Specifications and Hauling.)
 - d) Site restoration, inclusive of supply & installation of required topsoil & erosion control measures to meet municipal/provincial/landowner guidelines for landscaping restoration
 - e) Edging and finishing

Questions

Questions are categorized into specific themes. **Responses to all questions are required**, however respondents are encouraged to provide additional relevant information.

Company Profile:

- 1) What is your company's area of expertise or focus?
- 2) How many years have you been in business in the Columbia Valley?
- 3) Provide examples of projects that would demonstrate your expertise in this type of project.
- 4) How many people does your company employ?
- 5) Does your company employ sufficient resources to start and complete the planned re-route within the planned dates of August 2021 to March 31, 2023?
- 6) Identify which work would be self-performed, sub-contracted and provide the full legal name of all sub-contractors.
- 7) Has your company or any related or predecessor company ever been declared to be in default of a contract or had a contract terminated? If so, provide details.
- 8) Is your company or a related or predecessor company currently involved in any litigation or have been involved in any litigation in the past three years? If so, provide details.
- 9) Have you, your company or any related company owned or controlled by you filed for bankruptcy? If so, provide details.

Quality and Safety:

- 1) Describe what steps you would take to ensure the quality of work meets the requirements and how it might be measured?
- 2) How many WorkSafe BC claims has your company had in the last five years? Please provide a summary of any claim(s).
- 3) Describe your experience in undertaking projects within BC Ministry of Transportation ROW's and working near BC Hydro infrastructure.
- 4) Does your company have a full-time health, safety, & environment representative?
- 5) Does your company have a written health, safety, & environmental program? If so, please provide a copy.
- 6) Does your company have a QC/QA (Quality Control / Quality Assurance) program? Please provide details.
- 7) Are you a registered member of the BC Forest Safety Council SAFE program? If so, state the level of training and audit certification you have attained.

Environmental:

- 1) Does your company have experience working with local, provincial, or federal government regulations regarding land use?
- 2) Describe what steps you will take to ensure public and private lands are treated with respect to minimize the environmental impacts during this project.
- 3) Please include examples of a projects that required extra effort to maintain and or restore the environment once the project was complete.

Community:

- 1) Describe your personal and or company involvement with community projects?
- 2) How will you engage local and cost-effective manpower and resources from the area?
- 3) What impacts do you think the Westside Legacy Trail will have on the Columbia Valley?

Schedule:

- 1) Will your company be able to start work on this project by Sept 2021?
- 2) What obstacles might prevent you from starting work by Sept 2021?

Greenways encourages bidders to indicate their unique value proposition in their answers to Section 4 questions and their overall RFQ response. We also encourage all prospective bidders to indicate any other experience or value they may bring to the success of this project.

3 INSTRUCTIONS FOR BID SUBMISSION

Please submit an expression of interest in via email as soon as possible to the attention of Greenways' Project Manager, at lianne.lang@greenways.ca. Include the following in your expression of interest:

- Your company's name
- Contact information for the main point of contact at your company (name, email, cell, and office phone numbers)
- Answers to all Section 4 questions

Please note: Questions and requests for clarification from any interested parties and the answers from Greenways will be distributed to every party that has submitted an expression of interest.

Provide a quotation for the work you are bidding on for any of the separately contracted tasks outlined in Section 3 of this document (Project Summary), using the format outlined in the supplemental documents related to each separate contract.

Before submission of bid it is strongly recommended that a field tour be completed with the Project Manager.

Deadline for Submission is 16:00 MDT Friday, July 30, 2021.

Forward questions to the attention of the Project Manager at lianne.lang@greenways.ca.

Questions must be submitted via email to help ensure that all information is distributed to all interested parties equally.

4 PROCESS DATES & STEPS

Process Step	Start	Estimated Completion Date
RFQ Distribution	July 26, 2021	
Questions & Answers	June 26, 2021	July 29, 2021
BID SUBMISSION (at or before close of business, 16:00 MDT)	July 30, 2021	
Bid Review and Analysis	Aug 3, 2021	
Negotiations & Selection	Aug 4, 2021	Aug 6, 2021
Formal Award of work	Aug 9, 2021	

The chosen contractors, upon award, will be required to sign formal contract documents which will include the following:

- 1) Standard Construction Document CCDC.
- 2) Supplementary Conditions, including proof of insurance.
- 3) Scope of Work Document defining the work and/or materials.
- 4) The Quote for the contract awarded.

5 APPENDICES

- 1) Appendix One – Clearing and Grubbing
- 2) Appendix Two – Gravel Specifications and Hauling
- 3) Appendix Three – Construction Specification
- 4) Appendix Four –General Conditions
- 5) Appendix Five – Evaluation Criteria

Appendix One – Clearing and Grubbing

This specification is for the removal, grubbing and clearing and expansion of the current entrance and parking lot area at the Old Coach South Trail Head.

- 1) Organics, old asphalt, and any large rocks and obstructions are to be removed from the construction area and to be hauled to a location designated by the Project Manager.

Appendix Two - Gravel Specifications and Hauling

This specification is for the crushing, screening, and hauling of gravel required for the expansion of the parking lot and upgrade of entrance to the parking lot.

1. Subbase and base gravels must be prepared and screened prior to application to the entrance and parking lot.
2. Crushed granular materials shall meet specifications for highway construction guidelines. The subbase aggregates shall meet requirements of BC MoT section 202.02.03 Granular Subbase (SGSB) and shall be crushed. The base aggregates shall meet requirements of BC MoT section 202.02.02 Well Graded Base (WGB) and shall be crushed.
3. The Contractor is expected to provide necessary equipment and labour to haul the prepared gravel to the construction site and apply to areas as specified by the Project Manager.

Appendix Three – Construction Specification

This specification is for the Grading and Construction of the parking lot and entrance:

1. No graded material shall be placed off the construction area unless prior approval of the Project Manager has been secured.
2. No graded material shall be allowed to spread into treed areas. Material shall be graded away from watercourses to minimize the risk of material entering the watercourse.
3. Topsoil and old asphalt stripping to commence at the direction of the Project Manager after clearing and grubbing debris have been removed from these areas.
4. Topsoil to be removed to depths as directed by Project Manager without mixing topsoil and subsoil.
5. Stockpile stripped materials along the cleared area on the down drainage side of the parking lot and entrance area.
6. The Contractor shall work under the direction of any Environmental or Archeological Consultant designated by the Project Manager near streams, bridges and culverts or sites of archeological importance.
7. The Contractor shall barricade all construction areas at the end of each day with warning signage to restrict access for unauthorized people.
8. Ditches or drains shall have bridges or culverts installed for passage of equipment or vehicles.
9. The Contractor shall suspend all construction activities that will result in unacceptable rutting of soil and compaction damage to the construction area due to wet or soft conditions.
10. Steeper sloped terrain may need to be graded to provide a flat working space prior to construction.
11. The sub-base aggregates shall meet requirements of BC MoT section 202.02.03 Granular Subbase (SGSB).
12. When material is excavated and replaced on any section of the sub-grade, the material is to be placed in 300mm lifts and compacted to 95% maximum dry density.
13. Cross slope drainage is mandatory unless approved by Project Manager.
14. Ditches are to be provided as work progresses to provide drainage and shall protrude above sub grade elevation.
15. The sub-grade must be proof rolled for soft areas prior to installation of sub-base material.
16. The equipment for proof rolling to be specified by the Project Manager.
17. Where proof rolling reveals areas of defective sub-grade, the subgrade material is to be removed to depth and extent as specified by the Project Manager and backfilled and compacted in accordance with the specifications above.

18. The sub-base and base are also to be proof rolled according to the above sections.
19. Drainage measures are essential for surface stability and minimizing maintenance costs. The grading should incorporate the necessary drainage requirements. Some examples of drainage measures are drainage ditches, culverts, and cross drains.
20. Soil should be compacted as per the construction specification to provide a firm base for the surfacing as per the construction specification as indicated in the mapping document, to provide a firm base for surfacing. Contractor shall provide suitable records of compaction testing for review by the Project Manager.
21. Restoration of disturbed construction areas at completion of construction, inclusive of all supply & installation of topsoil, rip rap, erosion control matting, and hydro-seeding.
22. Supply & installation of permanent erosion control items at construction completion to allow for slope stability and mitigation of siltation/siltation runoff. All erosion control measures to follow ESCA BC guidelines.
23. Topsoil to be placed and tamped over the base aggregate and root barrier up to the edge of the pavement such that no exposed gravel is present at the asphalt surface edge. The tag end of the geotextile (excess material) where it meets the asphalt edge is to be trimmed flush by flame
24. A fire extinguisher shall be carried and available for use on each piece of equipment.
25. Construction equipment shall be operated in a manner with all original manufacturers safety devices to prevent ignition of flammable materials in the area.
26. The Contractor shall keep the work site clean and free from accumulation of waste materials and rubbish regardless of source.
27. Construction operations shall be conducted to cause minimal inconvenience to the public and to owners of adjoining property.

Appendix Four - General Conditions

Definitions and General

Agreement – shall mean this document, the Appendices attached, and other documents issued pursuant to this document.

Contractor – shall mean a corporate body incorporated under the laws of B.C. which has entered into this agreement.

Contractor Parties – shall mean Contractor, its affiliates, those companies having contractual arrangements with Contractor and in respect of the foregoing, their respective directors, officers, employees, and agents.

Greenways - shall mean the Columbia Valley Greenways Trail Alliance, its directors, employees, volunteers, and Project Manager

Work – shall mean the services provided by the Contractor

Contractor shall adhere to all applicable B.C. Health and Safety Regulations and WorkSafe BC requirements.

Contractor shall adhere to all applicable B.C. Forestry Safety (SAFE) requirements.

Contractor shall create and adhere to an approved Ministry of Transportation traffic management plan when working upon or near Westside Road.

Contractor shall notify Greenways immediately of any accident in connection with the provision of the Work and confirm such notice in writing within 24 hours of its occurrence. Contractor shall investigate such accidents (or cooperate with Greenways in conducting investigations of accidents, or both) that arise out of Contractor's Work under this Agreement and provide copies to Greenways of accident reports it produces in response to any such investigations.

Insurance

Contractor's Insurance

Contractor shall, always during the Term, at its sole expense, carry insurance covering its operations hereunder, as more particularly described below:

WorkSafe BC coverage as required by British Columbia law;

Employer's Liability Insurance covering its employees with a limit of no less than five million dollars (\$5,000,000.00) where such employees are not covered by WorkSafe BC or where WorkSafe BC is not the sole remedy of injured workers;

Commercial General Liability Insurance (including non-owned automobile, products and completed operations, manufacturers and contractor's liability, contractual liability, contractor's protective liability

and sudden and accidental pollution liability) with a combined single limit of no less than five million dollars (\$5,000,000.00) for each occurrence involving bodily injury, death or property damage;

Automobile Public Liability and Property Damage Insurance covering all vehicles owned, leased, operated, or licensed by Contractor or its Subcontractors with a single combined limit of no less than five million dollars (\$5,000,000.00) for each occurrence involving bodily injury, death or property damage.

(Collectively, the "Contractor's Insurance").

Subcontractors' Insurance

Contractor shall cause each Subcontractor to carry insurance equivalent to the Contractor's Insurance, at its own cost, during the performance by the Subcontractor of any of the Work.

Liability and Indemnity

Contractor shall be liable for and shall indemnify and hold harmless Greenways, all landowners and the Regional District of East Kootenay against all actions, injury, claims, liabilities, loss, damages, demands, penalties, fines, expenses (including legal expenses), costs, obligations and causes of action of every kind and nature whatsoever, in respect of:

(i) loss or damage to the property of Contractor or any of the Contractor Parties whether owned, hired, leased, or otherwise provided by Contractor or Contractor Parties arising from or relating to the performance of the Agreement; and

(ii) personal injury, including death or disease to any person employed by Contractor or any other Contractor Parties arising from or relating to the performance of the Agreement

(iii) environmental pollution - For the purpose of this Section, environmental pollution shall mean any deterioration of water, ground or air by harmful substances which causes a risk for human health, water, ground, or air and has to be remedied according to law, act of public authorities or contract.

Contractor shall be liable for and shall indemnify and hold harmless Greenways from and against all actions, injury, claims, liabilities, loss, damages, demands, penalties, fines, expenses (including legal expenses), costs, obligations and causes of action of every kind and nature whatsoever of any third party (other than Contractor or Contractor Parties) arising in the context of the Contractor's performance of the work.

Consequential Damages - Neither Party shall be liable to compensate or indemnify the other Party or its Affiliates for any indirect, consequential, or punitive losses or damages, including loss of profit, loss of revenue, loss of use, loss of business, or loss of goodwill, even if same arises wholly or partly through the negligence of such party.

Safety

Contractor recognizes that safety is of paramount importance and Contractor shall, and shall require Contractor Personnel and Subcontractors to, abide by all safety arrangements put in place at any Site by the Greenways. Contractor shall leave the Site clear of its tools, equipment, and waste.

Liens

If any lien, charge, or encumbrance arises in respect of the Work furnished by Contractor, its Subcontractors, or any Contractor Personnel (each a "Lien"), and Contractor fails to arrange satisfactory to Greenways for the removal, discharge, or payment thereof within ten (10) days after Greenways has given Contractor notice requiring the removal or discharge or payment, Greenways may cause the removal, discharge or payment thereof.

Contractor shall be liable for and reimburse Greenways promptly for all costs and expenses which Greenways may sustain, incur, or pay in causing the removal, discharge, or payment of a Lien, including legal fees, disbursements and administrative costs, and any amounts required to be paid by Greenways to obtain the discharge or release.

Representations and Warranties

Contractor represents and warrants to Greenways, and acknowledges that Greenways is relying upon these representations and warranties in entering into this Agreement, and shall always ensure that during the Term, that:

Contractor's Personnel are suitably experienced, and Contractor possesses the necessary experience, skills, qualifications, expertise, training, personnel, financing, equipment, systems and materials to complete the Work in accordance with the terms and conditions of this Agreement, including timely completion of the Work in accordance with the standards required by this Agreement and by any Applicable Law;

Contractor is qualified to carry on business in the jurisdictions where the Work will be performed;

There are no claims pending, threatened or anticipated and there is no litigation or proceeding that may have a material adverse effect on the ability of Contractor to perform the Work;

There is no breach by Contractor of any order, approval or mandatory requirement or directive of any court or regulatory authority having jurisdiction or any Applicable Laws that may have a material adverse effect upon any of Greenway's rights or Contractor's obligations under this Agreement.

Assignment by Contractor

Contractor may not assign or transfer any of its rights or obligations hereunder, including the right to the receipt of monies payable by Greenways, in whole or in part to a third party without the prior express written consent of Greenways.

Appendix Five – Evaluation Criteria

Evaluation Criteria and Ranking Sheet

Criteria	Ranking
1) Experience Demonstrated experience in construction of similar projects, proven past performance, reputation, and references. Experience and availability of the key personnel proposed.	15
2) Quality Assurance Demonstration of quality of construction in previous projects. Use of best industry practices during construction and adherence to technical specifications that will be used to control the quality of construction.	15
3) Price Cost of the proposal. Bidders are encouraged to develop and prepare additional package combinations or schedule variations that will reduce the cost or provide construction economies without a reduction in safety, quality, or efficiency.	25
4) Price Advantage Preference for one contractor to complete all construction activities in all segments	5
5) Schedule Adherence to the milestone dates listed in the RFQ	5
6) Safety Demonstrated adherence and commitment to safety, with special attention and focus to all construction activities to ensure the implementation and enforcement of safety matters and regulations.	15
7) Local Content The Contractor is encouraged to utilize the local manpower and resources from the area.	10
8) Adherence to Environmental Requirements The CVGTA is committed to minimizing negative effects on the environment during construction. The Contractor shall demonstrate that the work shall be performed regarding minimizing disturbance and mitigating environmental impacts.	10

END OF DOCUMENT