

REQUEST FOR PROPOSALS

Engineering Services, Traffic, and
Intersection Upgrade

RFP No: 2025-04-29



Closes: May 8, 2025 at 2:00 p.m. MST

The Town of Whitecourt is seeking Engineering Services for traffic signal replacement and intersection upgrades at two locations to improve traffic flow and provide benefits to all road users, including active transportation. Engineering Services for this project will include design, intersection lighting assessment, tendering assistance, contract administration, and construction inspection. The two intersection locations and proposed improvements are:

52nd Avenue and 47th Street

- Improve traffic flow through new traffic signals to reduce wait times and queening.
- Improve intersection layout including consideration for dedicated east and west bound left turn lanes on 47th Street.
- Improve pedestrian mobility through the intersection with new pavement marking including crosswalks and Para ramps.

49th Avenue and 51st Street

- Improve traffic flow through new traffic signals to reduce wait times and queuing.
- Accessible pedestrian infrastructure to enable transportation mobility for people with disabilities.

Background

This project purpose is to replace existing traffic signal and street lighting, review the option to add dedicated turning lanes. The new signal would improve efficiency of traffic flow and the bus detection feature would prioritize transit bus.

General Requirements

The successful proponent will:

- a) Prepare contract drawings
- b) Prepare a Class “A” cost estimate
- c) Prepare schedule of quantities and specifications for tender contract documents.
- d) Provide Contract administration and field inspection.
- e) Provide As-Built drawings in PDF and AutoCAD format.

Summary of Work

Pre-construction and Design Service:

- a) Collect topographic survey for detail design and tendering drawings.
- b) Intersection lighting assessment.
- c) 50% Design drawings with recommended options.
- d) Preliminary cost estimate and preliminary design report.
- e) 90% design drawings and specifications
- f) Final cost estimate.

Tender Services

- a) Prepare specifications, summary of work, schedule of quantities and tender documents.
- b) Review and provide answers or addendum during the tendering period.
- c) Review submissions, provide with summary of bids received, make a recommendation to award work based on the review.

Construction services – Kick Off

- a) Review and approve regulatory submission as well as contractor traffic management plan.
- b) Schedule a pre-construction meeting between stake holders.

Construction services – Inspection and Administration

- a) Provide contract administration including, daily reports, preparation of progress claims, schedule progress meeting with the Contractor and liaison between the Town and the Contractor.
- b) Provide field inspection during construction mile stones. Construction inspection will not be full time.
- c) Prepare As-Constructed drawings in AutoCAD format. Provide the Town with one (1) digital copy and three (3) hard copies of As-Constructed drawings, as well as the field 'red line' drawings.
- d) Complete the Certificate of Completion and Notice of Certification of Completion in accordance with the Builder's Lien Act.

Schedule

The anticipated timeline for the RFP is currently as follows; however, the Town reserves the right to modify the actual timing and sequence of events:

| Activity | Anticipating Timing |
|----------------------|---------------------|
| RFP Closes | May 8, 2025 |
| Proponent Selection | May 13, 2025 |
| Work to Start | May 20, 2025 |
| Work to be Completed | July 15, 2025 |

The Town expects the successful proponent to initiate work within five (5) days after issuance of the Notice to Proceed.

The successful proponent will prepare tender documents within twenty-one (21) days after Notice to Proceed.

Deliverables

The consultant will provide:

- a) Detailed drawings;
- b) Intersection lighting assessment;
- c) Quantities and construction cost estimate;
- d) Schedule of quantities and specification for tender-contract documents;
- e) Review of bid submissions and recommend tender award;
- f) Inspection of works;
- g) Contract administration;
- h) Record drawings;

Submission Requirements & Inquiries

Proponents must submit the entire document of this RFP, along with all other noted requirements. RFP submissions shall be sealed and enclosed in envelope(s) marked with the project name and the RFP number. The Proponent must provide one (1) hard copy of the proposal document and one (1) digital copy on a flash drive. Electronic submissions will be accepted, however the original proposal must be delivered to the Town prior to closing in order to be considered a valid submission. Envelopes must be addressed to:

RFP # 2025-04-29
Engineering Services, Traffic, and Intersection Upgrade
Town of Whitecourt
Box 509, 5004 - 52 Avenue
Whitecourt, AB T7S 1N6
Attention: Juan Grande, Engineering Services Manager

Proponents are cautioned that the Closing Time is based on when the Proposal is received by the Town and NOT when a Proposal is submitted by the Proponent. It is the sole responsibility of the Proponent to be mindful of the length of time for the Proposal to be transmitted due to file transfer size, transmission speed or other factors. The Town shall not be responsible for any failure to receive submissions sent by the Proponent, and Proponents are encouraged to take steps to ensure their Proposal has been received in advance of the deadline. Negligence on the part of the Proponent in preparing the Proposal documents confers no right for the withdrawal of Proposal after it has been opened.

Questions on submission or about the project can be directed to juangrande@whitecourt.ca.

Evaluation Criteria

The Town will evaluate proposal based on the following criteria and weighing:

| Evaluation Criteria | Weighting |
|--|------------------|
| <i>Team Experience and qualifications</i> | 25 |
| <i>Project Manager experience and qualifications</i> | 25 |
| Project Manager experience and qualifications | 15 |
| Schedule | 15 |
| Pricing / Fees / Rates | 20 |
| Total | 100 |

Pricing

The Pre and post construction services are defined as maximum upset fee for a fixed scope of work. The fee and Scope of work will be finalized during contract negotiations with the selected proponent.

| Pre and Post Construction Services | | |
|------------------------------------|--|-----|
| Item | Description | Fee |
| A | Project Management including all meetings | \$ |
| B | Design and Construction Cost Estimates | \$ |
| C | Preparation of contract specifications and documents | \$ |
| D | Tender Phase Including review and recommendations of tender submissions. | \$ |
| E | Record Drawings | \$ |
| | Total | \$ |

Construction Services

The proposal should include fees for the construction phase services, separated in the following components:

| Construction Services | | |
|-----------------------|-------------------------|-----|
| Item | Description | Fee |
| A | Part-Time Inspection | \$ |
| B | Contract Administration | \$ |
| | Total | \$ |

- Provide an hourly rate for key personnel.
- Provide any additional cost associated with this project.

- End of document -