

*Morden* 

# City of Morden

## REQUEST FOR PROPOSAL FOR

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### CITY OF MORDEN INFRASTRUCTURE MASTER PLAN

Request for Proposal No. COM-PE-3-24  
Issued November 21, 2024

DEADLINE FOR PROPOSAL IS:  
12:00 NOON LOCAL TIME  
DATE: Dec 10, 2024

## **PART A - PROJECT BACKGROUND AND DESCRIPTION**

### **1. Project Background**

#### **About Morden:**

The City of Morden, a thriving community in southern Manitoba, is experiencing significant growth challenges that strain its existing infrastructure. Morden has a population of 9,929 as per 2021 census. For the last 10 years Morden has grown at 3% annual growth rate consuming stretching Morden's current infrastructure systems to capacity. The city's transportation network, water supply system, and storm drainage infrastructure, originally designed for a smaller populace, now require comprehensive evaluation and strategic planning to address both present and future needs.

Morden's transportation system is at a critical crossroads, necessitating improvements in connectivity, congestion reduction, and safety enhancements for all travel modes. The city's location adjacent to Highway 3 presents unique challenges and opportunities, particularly with seventeen north-south road intersections within a one-mile stretch. This configuration demands careful analysis to optimize traffic flow and safety. Furthermore, there is an increasing demand for active transportation options, highlighting the need to seamlessly integrate pedestrian and cycling infrastructure into the existing road network.

Morden's water and storm drainage systems are under similar pressures due to urban expansion and evolving climate patterns. The city's water supply and distribution network require a thorough assessment to ensure it can meet growing demands while maintaining long-term sustainability and water quality standards. Concurrently, the storm drainage system needs evaluation and potential upgrades to manage more frequent and intense rainfall events associated with climate change. This includes exploring innovative stormwater management solutions such as green infrastructure and low-impact development techniques to bolster the city's resilience to flooding and enhance overall water quality. These infrastructure challenges underscore the critical need for a comprehensive Infrastructure Master Plan to guide Morden's development over the next 15-20 years.

#### **MSTW Development Plan:**

Morden is part of the MSTW Planning District. The last MSTW development was adopted in 2015. The plan is under review, and the WSP has prepared a final draft due for circulation. The updated plan is expected to be adopted by February.

#### **Development plan objectives**

The plan is designed to ensure that growth occurs in a manner that is sustainable, orderly, and beneficial to the community. The objectives related to Morden, as outlined in the development plan, focus on several key areas:

The Infrastructure Master Plan for the City of Morden must align with the MSTW Development Plan's objectives, which are currently under review. The plan is designed to ensure that growth occurs in a manner that is sustainable, orderly, and beneficial to the community. The key objectives that should be considered in the Infrastructure Master Plan include:

- i. **Sustainable Growth and Development:** The Infrastructure Master Plan should emphasize sustainable growth that balances economic development with environmental stewardship. It should promote development practices that are compatible with the land base and each other, ensuring that growth does not compromise the ability of future generations to meet their own needs.
- ii. **Land Use and Zoning Integration:** The plan should support a diverse mix of residential, commercial, industrial, and recreational uses. It should ensure that land is used efficiently and that different land uses are appropriately located relative to each other to minimize conflicts and promote a high quality of life for residents.
- iii. **Transportation and Infrastructure Enhancement:** The Infrastructure Master Plan should recognize the importance of a well-planned transportation network and municipal services in supporting growth and development. It should outline strategies for developing and maintaining roads, pathways, and utilities to ensure they are safe, efficient, and capable of meeting the community's current and future needs.
- iv. **Environmental Protection and Natural Resource Management:** The plan should include objectives and policies to protect the natural environment and responsibly manage natural resources. This includes measures to protect water quality, manage stormwater, preserve natural habitats, and minimize the impact of development on sensitive areas.
- v. **Housing and Community Services Integration:** The Infrastructure Master Plan should consider various housing options, including affordable housing, to meet the community's diverse needs. It should emphasize the importance of access to community services and amenities, such as parks, schools, and healthcare facilities, in enhancing residents' quality of life.
- vi. **Economic Development Support:** The plan should support Morden's economic development by providing a framework that encourages investment and business growth. This includes infrastructure strategies to attract new businesses, support local enterprises, and promote tourism.
- vii. **Climate Change Resilience:** The Infrastructure Master Plan should incorporate strategies to enhance the city's resilience to climate change impacts, particularly water management and stormwater infrastructure.
- viii. Proponents must demonstrate how their approach to developing the Infrastructure Master Plan will address and integrate these MSTW Development Plan objectives throughout their proposal.

## 2. **Project Description**

### **Morden Infrastructure Master Plan**

The City of Morden requires a comprehensive Infrastructure Master Plan that addresses transportation, water, wastewater, and storm drainage systems. This plan will serve as a strategic framework to guide the city's infrastructure development for the next 15-20 years, ensuring sustainable growth and improved quality of life for residents.

#### **Purpose and Scope**

The Infrastructure Master Plan will provide a holistic approach to managing Morden's critical infrastructure systems. It will incorporate current best practices, innovative technologies, and sustainable approaches to infrastructure management. The plan will cover the entire City of Morden and the collaborative area (see Appendix A) including the urban neighbourhood and urban downtown areas identified in the current Development Plan with a focus of providing efficient infrastructure services to a projected population of 19,040 by 2045.

#### **Key Components Transportation System Analysis:**

- Evaluate the existing road network, including Provincial Trunk Highways and Provincial Roads running through the municipality.
- Assess current traffic patterns and identify congestion points.
- Analyze active transportation infrastructure and connectivity, including recreational paths and hiking trails.
- Develop strategies for improving overall mobility and safety, considering the policies outlined in the current Development Plan for Urban Areas and Urban Neighborhoods.

#### **Water System Assessment:**

- Review the current water supply, treatment, and distribution systems, including Lake Minnewasta as the potable water supply.
- Assess water quality and quantity issues.
- Project future water demands based on population growth scenarios.
- Identify necessary upgrades and expansions to meet future needs, in line with the current Development Plan's policies on water resource protection.

#### **Wastewater Infrastructure Evaluation:**

- Analyze the existing wastewater treatment and collection systems.
- Assess the system's capacity to handle current and projected wastewater volumes.
- Project future wastewater flows based on population growth scenarios.
- Identify necessary upgrades or expansions to meet future needs.

**Storm Drainage System Evaluation:**

- Analyze the existing stormwater management infrastructure, including natural drainage systems like Shannon Creek and Dead Horse Creek.
- Assess the system's capacity to handle current and projected rainfall events.
- Identify areas prone to flooding or inadequate drainage.
- Propose green infrastructure and low-impact development solutions, considering the natural topography and the Manitoba Escarpment.

**Climate Change Resilience:**

- Evaluate the potential impacts of climate change on all infrastructure systems, considering the climate trends and projections mentioned in the background study.
- Develop adaptation strategies to enhance infrastructure resilience.
- Incorporate sustainable and environmentally friendly practices in infrastructure planning.

**Growth Management:**

- Align infrastructure planning with Morden's projected population growth.
- Consider the anticipated need for approximately 2,700 new dwelling units by 2045, as mentioned in the background study.
- Integrate infrastructure planning with land use strategies to support sustainable urban development, considering the various land use designations outlined in the current Development Plan.

**Economic Development Support:**

- Ensure infrastructure planning supports Morden's diverse economy, including manufacturing, agriculture, and service sectors.
- Identify infrastructure improvements to attract and retain businesses, considering the Urban Employment Areas identified in the current Development Plan.

**Asset Management:**

- Develop a comprehensive inventory of existing infrastructure assets.
- Assess the condition and remaining lifespan of current infrastructure.
- Create a long-term asset management strategy, including maintenance, rehabilitation, and replacement schedules.

**Financial Analysis:**

- Develop cost estimates for proposed infrastructure improvements.
- Analyze funding options, including grants, development charges, and user fees.
- Create a sustainable long-term financial plan for infrastructure development and maintenance.

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**Implementation Strategy:**

- Prioritize infrastructure projects based on urgency, impact, and available resources.
- Develop a phased implementation plan with clear timelines and milestones.
- Identify potential challenges and mitigation strategies for project execution.

**Public Engagement:**

- Design and implement a robust public consultation process, building on the engagement efforts mentioned in the background study.
- Engage diverse stakeholders, including residents, businesses, and community organizations.
- Incorporate public input into the final Infrastructure Master Plan.

**Environmental Considerations:**

- Integrate protection measures for natural areas, including wildlife habitats, waterways, wetlands, and treed areas, as the current Development Plan emphasizes.
- Given the significant agricultural land cover in the planning district, consider the impact of infrastructure development on agricultural lands.

**Intergovernmental Coordination:**

- Ensure alignment with the policies and objectives of the Morden-Stanley-Thompson-Winkler (MSTW) Planning District Development Plan.
- Coordinate with Pembina Valley Watershed District, MTI and other Provincial Departments and agencies.

**Significance of The Area and Challenges for the Infrastructure Master Plan:**

The Central Business District of Morden represents a critical area for the city's development, presenting significant opportunities and challenges for infrastructure planning. These challenges must be addressed in the Infrastructure Master Plan, which must work in parallel with the Secondary Plan process.

**Strategic Importance and Development Potential**

The Central Business District, as Morden's oldest city center area, holds immense potential for redevelopment. Its strategic location along the Highway 3 Corridor offers unique opportunities for large-format commercial or mixed-use development. This potential must be carefully balanced with preserving the downtown character along Stephen Street, which includes notable landmarks such as Suncatch Park and several historical buildings.

### Infrastructure Challenges

➤ **Transportation Network:**

- The area requires substantial review and upgrades of its transportation infrastructure.
- The proximity to Highway 3 presents opportunities and challenges, with seventeen north-south road intersections within a one-mile stretch requiring careful consideration for traffic flow and safety.
- There's a need to improve the overall transportation network, including active transportation options while exploring ways to reduce the number of intersections on Highway 3.

➤ **Aging Infrastructure:**

- The area contains significant constraints due to obsolete or underutilized infrastructure.
- Comprehensive planning for renewing and redeveloping water, wastewater, and stormwater systems is necessary.

➤ **Railway Proximity:**

- The proximity to the CPR Rail Line requires mitigation measures to ensure safety, noise and sound attenuation, and security for rail operations.

### Planning and Development Challenges

➤ **Fragmented Ownership:**

- The area is characterized by fragmented land ownership, which can complicate large-scale development efforts and infrastructure planning.

➤ **Transition in Land Use:**

- There's a need to transition from individual lot developments to planned significant format developments along Highway 3 while preserving the downtown character along Stephen Street.

➤ **Financial Feasibility:**

- Significant capital investment may be required to make the area viable for redevelopment and retain its importance as Morden grows.
- This investment may only be financially feasible under a higher-density mixed-use redevelopment plan.

### **Working in Parallel with the Secondary Plan**

To address these challenges effectively, the Infrastructure Master Plan should work in parallel with the Secondary Plan process:

- **Integrated Planning Approach:**
  - Ensure that infrastructure planning is closely aligned with the land use and development objectives outlined in the Secondary Plan.
  - Coordinate timelines and milestones between the two planning processes to ensure consistency and mutual support.
- **Shared Data and Analysis:**
  - Utilize common baseline data, growth projections, and analysis to inform both plans.
  - Conduct joint stakeholder consultations to gather comprehensive infrastructure and land use planning input.
- **Iterative Process:**
  - Develop the Infrastructure Master Plan and Secondary Plan through an iterative process, allowing each plan to inform and refine the other.
  - Regularly review and adjust infrastructure strategies based on evolving land use scenarios.
- **Coordinated Implementation Strategies:**
  - Develop phasing and implementation strategies that align infrastructure improvements with proposed development phases in the Secondary Plan.
  - Ensure that capital improvement plans for infrastructure are synchronized with the overall development vision for the area.
- **Joint Funding and Financing Strategies:**
  - Explore innovative funding mechanisms supporting infrastructure improvements and broader development goals.
  - Consider how infrastructure investments can catalyze and support the desired land use outcomes outlined in the Secondary Plan.

By addressing these challenges through a coordinated and comprehensive planning approach, Morden can transform its Central Business District into a vibrant, mixed-use hub that serves as the city's heart while accommodating future growth and development needs. The parallel development of the Infrastructure Master Plan and Secondary Plan will ensure a cohesive vision for the area's future, supported by robust and sustainable infrastructure systems.



## **PART B – INSTRUCTIONS TO PROPONENTS**

### **1. Consulting Services**

This section outlines the key objectives and scope of work for the consultants who will develop the Morden Infrastructure Master Plan. The plan focuses on three central infrastructure systems: transportation, water, and storm drainage. Here's a breakdown of each objective.

#### **a. Objectives:**

##### **i. Comprehensive Infrastructure Assessment:**

- This involves a thorough evaluation of Morden's existing infrastructure.
- Consultants will assess the current condition, capacity, and performance of transportation networks (roads, bridges, public transit ‘Taxicab’), water systems (supply, treatment, distribution), and storm drainage systems.
- The goal is to identify strengths, weaknesses, and areas needing improvement in the current infrastructure.

##### **ii. Future Needs Analysis:**

- Based on projected population growth and planned developments in Morden, consultants will estimate future infrastructure demands.
- This includes forecasting increased traffic, water usage, and stormwater runoff.
- The analysis will help identify where and when infrastructure upgrades or expansions will be needed to meet future needs.

##### **iii. Sustainable Development:**

- This objective focuses on incorporating environmentally friendly practices and technologies into infrastructure planning.
- Examples include green stormwater management techniques, energy-efficient water treatment, or sustainable transportation options.
- The goal is to ensure that infrastructure development minimizes environmental impact and supports long-term sustainability.

##### **iv. Financial Viability:**

- Consultants will develop strategies to make infrastructure development and maintenance cost-effective.
- This may involve lifecycle cost analysis, exploring funding options, and prioritizing investments.
- The aim is to ensure that infrastructure plans are financially sustainable for the city in the long term.

**v. Resilience Planning:**

- This objective focuses on making infrastructure robust enough to withstand and adapt to the impacts of climate change.
- Consultants will consider potential climate risks (e.g., increased flooding and extreme weather events) and incorporate appropriate adaptation measures into infrastructure plans.
- The goal is to ensure that Morden's infrastructure remains functional and reliable despite changing environmental conditions.

**b. Background Data and Studies Available**

- City will make the following studies available to the successful proponent
  - AutoCAD base map and GIS shape files for city assets
  - Water system assessment report
  - MSTW development plan
  - Water Model and Sewer Model
  - Morden East and Morden West traffic impact studies
  - Water Treatment Plant Upgrade study (AE 2022) (draft)
  - Wastewater System Upgrade studies
  - Water System Capital Improvement Plan (JDB 2020)

**c. Deliverables**

Deliverables and the content each will include:

**i. Comprehensive Infrastructure Master Plan Document**

- Executive Summary (maximum 10 pages)
- Detailed analysis of current infrastructure systems (transportation, water, storm drainage)
- Future demand projections for each system (20-year horizon)
- Recommended improvements and upgrades for each system
- Prioritized list of capital projects with cost estimates
- Implementation strategy with short-term (0-5 years), medium-term (5-10 years), and long-term (10-20 years) actions
- Sustainable development strategies and green infrastructure recommendations
- Climate change adaptation and mitigation measures
- Financial analysis and funding strategies
- Policy recommendations for infrastructure development and management

**ii. Maps and Visual Representations**

- Current infrastructure network maps (minimum 1:10,000 scale)
- Future infrastructure network maps showing proposed improvements (minimum 1:10,000 scale)
- Thematic maps highlighting areas of concern or priority (minimum 1:20,000 scale)
- Infrastructure capacity and demand heat maps
- Phasing maps for implementation strategy

**iii. Hydraulic Models**

- Update and calibrate the water distribution system model in EPA.net and WaterCAD
- Sewer Model is under development but include the calibration of the same
- Complete a storm drainage system model using industry-standard software
- Model input files, output files, and technical documentation
- Comprehensive inventory of existing infrastructure assets
- Condition assessment of all major infrastructure components
- Risk assessment matrix for critical assets
- Lifecycle cost projections for 50 years
- Recommended maintenance, rehabilitation, and replacement schedules

**v. Financial Models**

- 20-year financial projection for infrastructure investments
- Rate structure analysis for water and stormwater utilities
- Development cost charges recommendations
- Funding source analysis (e.g., grants, loans, public-private partnerships)
- Cash flow projections for proposed capital projects

**vi. Implementation Strategies and Timelines**

- Detailed 5-year capital improvement plan
- 20-year capital planning outlook
- Project prioritization matrix
- Implementation schedule with key milestones and dependencies
- Resource allocation plan (staffing, equipment, funding)

**vii. Public Engagement Summary**

- Documentation of all public engagement activities
- Summary of stakeholder feedback and how it was addressed
- Recommendations for ongoing public engagement in infrastructure planning

**viii. Monitoring and Evaluation Framework**

- Key performance indicators for infrastructure systems
- Data collection and reporting protocols
- Schedule for plan review and updates (minimum every 5 years)
- Adaptive management strategies

**ix. Technical Appendices**

- Detailed technical analyses and calculations
- Survey results and raw data
- Meeting minutes from stakeholder consultations
- Relevant policies, bylaws, and standards referenced

**x. Digital Deliverables**

- All reports and maps in PDF format
- GIS data files compatible with the City's GIS system
- Editable versions of all models and financial spreadsheets
- High-resolution images for all figures and maps

All deliverables must be provided in hard copy (3 copies) and digital format. The consultant shall also provide a 60-minute presentation of the final Infrastructure Master Plan to City Council and key stakeholders.

**2. Schedule**

- i) Provide a realistic schedule for the completion of the project. The city expects to complete the Infrastructure Master Plan by the end of 2025, however proponents can propose a more realistic schedule based on their resources.

**3. Inquiries**

General enquiries may be directed to:

Santokh Singh Randhawa  
Deputy City Manager-Operations  
City of Morden  
Phone: (204) 822-4434. Ext 1102  
E-Mail: [srandhawa@mymorden.ca](mailto:srandhawa@mymorden.ca)

**4. Proposal Submission Requirements and Procedure**

- (a) The Submission Deadline is the date and time specified on the title page of this RFP.
- (b) Proposals must be submitted by hand or by mail.
- (c) The following is required for a completely acceptable proposal:
  - i. Technical Proposal
  - ii. Proponent Information
  - iii. Proposed Work Schedule
  - iv. Professional Liability Insurance Certificate
  - v. Fee Proposal
  - vi. Addenda Acknowledgements (if applicable)

**5. Proposal Format**

- (a) Proponents are solely responsible for obtaining all information that may be necessary to understand the requirements of this RFP and submit a Proposal following the terms and conditions of this RFP. No allowance will be made for the failure of a Proponent to obtain such information or to make such investigations.
- (b) A Proponent should ensure that each provision in its Proposal is stated clearly and concisely. Simplicity and clarity of responses are important. The Proposal should include all the information and documents required under Sections 6 and 7 below and be organized in the same sequence. Proponents should avoid including extraneous or irrelevant information.
- (c) Proponents are advised to carefully review the evaluation criteria (see Section 9) and mandatory requirements before preparing their Proposals in response to this RFP.

## 6. Proposal Content

Please note that the fee proposal must be in a separate envelope. If fees are included in the technical part of the proposal, the Proponent will be disqualified and receive no further consideration.

The following format is requested for the:

### a) Technical Proposal

(a) Title Page

(b) Letter of Transmittal

(i) Must be fully completed and signed by a representative of the Proponent with the authority to bind the Proponent.

(c) Table of Contents

(d) Introduction and Project Understanding:

(i) This should clearly describe the proponent's understanding of the project, including pertinent background information and the scope of services required. It should include an overview that condenses and highlights the contents of the Proposal so that the evaluation committee can evaluate the proponent's entire understanding of the project.

(e) Technical:

(i) The Proposal should describe the specific technical consulting services and tasks that will be provided and include sufficient details to ensure the likelihood of success. Project milestones and deliverables should be summarized for each project task.

### b) Proponent Information

(a) Project Team

(i) **Describe the project team organization, including a summary of each team member, complete with their respective project title, duties, education and relevant experience.** Project management will be evaluated by assessing the project manager's education, experience, and proposal management approach.

(ii) This section should be at most ten (10) pages long, not including team member resumes of qualifications, which can be appended.

(b) Proponent Profile

(i) Describe the Proponent's business, including information about how the Proponent is organized to carry on business; its location(s) and any office(s) or facilities where the Services will be provided (i.e. location(s) in and outside of Manitoba, head office location, etc.).

(ii) Provide information about the Proponent's experience in providing services comparable to those requested in this RFP within recent years (within last 5 years and local experience preferred).

(iii) Describe details of any sub-consulting arrangements proposed by the Proponent.

c) **Proposed Work Schedule**

(a) The proposal shall include a detailed schedule indicating the completion of draft reports and the submission of final reports. The schedule should also include milestone dates for technical memoranda and project review meetings.

(b) Indicate the amount of time required for various phases of the work in a **time chart** showing expected scheduling.

(c) Use **Jan 06<sup>th</sup>, 2025**, as a notification date to develop a schedule.

d) **Professional Liability Insurance Certificate**

(a) Provide a copy of current liability insurance coverage.

e) **Fee Proposal**

The following format is suggested for the Fee Proposal:

(a) Provide a price breakdown summary in tabular form that identifies disbursements and total upset Proponent cost for each major category of work.

(b) In addition, provide a Fee Matrix that lists the project tasks, individuals assigned to each task, their positions, charge-out rates, and hours per task. Include separate disbursement fees and other applicable costs.

(c) Prices shall be quoted in Canadian Funds (CAD) and remain firm for the duration of the Agreement.

(d) Applicable taxes must be identified separately.

7. **Licensing and Registration Qualifications**

(a) The Proponent's project team must be comprised of individuals and/or firms who are licensed, certified, registered, or otherwise authorized to provide the necessary professional services to the full extent that may be required by provincial law and professional associations in the Province of Manitoba at the time of the Submission Deadline. The successful Proponent shall be required to maintain such license and registration requirements for the duration of the Agreement.

(b) The Proponent shall provide, at the request of the City of Morden, proof satisfactory to the Morden of the Proponent's qualifications and of any proposed sub-consultant.

**8. Evaluation Committee**

- (a) The evaluation committee will comprise the City of Morden representatives.
- (b) By submitting a Proposal, the Proponent agrees that all decisions on the degree to which a Proposal meets the evaluation criteria are solely within the purview and judgment of the evaluation committee. The decision of the evaluation committee is final.

**9. Negotiations**

- (a) 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.
- (b) 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.
- (c) If, in the course of negotiations pursuant to 9. (b), 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.



**10. Evaluation Process and Criteria**

Proposals will be evaluated using the points system.

<b>Technical Evaluation Criteria</b>	<b>Points</b>
<p><b>1. Experience and Expertise</b></p> <p>Proponents must demonstrate a proven track record in developing comprehensive infrastructure master plans, particularly for small to medium-sized municipalities.</p> <p>This includes showcasing but not limited to</p> <ul style="list-style-type: none"> <li>▪ Provide relevant past projects and outcomes related to transportation, water, and storm drainage systems.</li> <li>▪ Please provide details of the project manager and team members assigned to the project, highlighting their expertise in infrastructure planning, hydraulic modelling, asset management, and financial analysis.</li> </ul>	<b>25</b>
<p><b>2. Project Understanding and Methodology</b></p> <p>The proposed methodology should be clear, innovative, and practical. It should outline how the proponent plans but not limited to:</p> <ul style="list-style-type: none"> <li>▪ Assess current infrastructure conditions</li> <li>▪ Develop and calibrate hydraulic models</li> <li>▪ Analyze future needs based on growth projections</li> <li>▪ Integrate climate change considerations</li> <li>▪ Develop sustainable and cost-effective infrastructure solutions</li> <li>▪ Create implementation strategies and financial models</li> <li>▪ The proposal should demonstrate a thorough understanding of Morden's unique context and challenges.</li> </ul>	<b>25</b>
<p><b>3. Project Management and Work Plan. Provide a detailed work plan that includes:</b></p> <ul style="list-style-type: none"> <li>▪ Project timeline and milestones</li> <li>▪ Resource allocation</li> <li>▪ Risk management strategies</li> <li>▪ Approach to coordination with City staff and other stakeholders</li> </ul>	<b>10</b>
<p><b>4. Community and Stakeholder Engagement Strategy (15 points)</b></p> <ul style="list-style-type: none"> <li>▪ Methods for engaging diverse stakeholders (e.g., residents, businesses, institutions)</li> <li>▪ Techniques for explaining technical information to non-technical audiences</li> <li>▪ Approach to incorporating public input into the Infrastructure Master Plan</li> <li>▪ Strategies for building consensus around infrastructure priorities</li> </ul>	<b>10</b>
<b>Technical Proposal Total:</b>	<b>70</b>

<b>Fee Evaluation Criteria</b>	
<b>5. Total Price Proposal (fees and reimbursable expenses)</b>	<b>25</b>
<b>6. Detailed Price Breakdown</b>	<b>5</b>
Fee Proposal Total:	<b>30</b>

Proposals receiving less than a minimum score of 50 points for Technical Evaluation Criteria shall be disqualified and receive no further consideration.

Following the price evaluation, the Technical Proposal and Price Proposal scores will be combined, and the proposers will be ranked in order of highest to lowest total points.

The Evaluation Committee will report to the Council on the point system (total) rating results. The City will notify proponents after the selection has been made.

**11. Acceptance of Proposal**

- (a) If the City decides to accept a Proposal, it will accept the Proposal that, in the evaluation committee’s sole opinion, is the best overall Proposal when evaluated following the evaluation procedure and criteria. Should the city decide not to accept any Proposal, all Proponents will be given written notice of such a decision.
- (b) If the City decides to accept a Proposal, the City will signify its conditional acceptance by preparing and forwarding to the Proponent two (2) copies of the Agreement for signing as identified in PART C – FORM OF AGREEMENT FOR CONSULTING SERVICES.
- (c) The City’s acceptance is conditional on:
  - (i) the City obtaining all necessary internal approvals. The City has no obligation to enter into the Agreement until this condition has been met.
  - (ii) the Proponent signing and returning all two (2) copies of the Agreement to the City after receiving the copies of the Agreement and the conditional acceptance from the City.
- (d) Subject to the previous conditions having been met, the City will, in due course, sign the two (2) copies of the Agreement and return one fully signed copy for the Proponent’s records.

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## **PART C – FORM OF AGREEMENT FOR CONSULTING SERVICES**

The successful candidate firm and the city will execute a contractual agreement. The contractual agreement will contain the following Articles:

**ARTICLE 1 PROJECT DESCRIPTION:**

**ARTICLE 2 CONSULTING SERVICES:**

**ARTICLE 3 FEES:**

**ARTICLE 4 INVOICING:**

**ARTICLE 5 DEFINITIONS:**

**ARTICLE 6 GENERAL CONDITIONS:**

- The Proponent shall not knowingly conduct himself in such a way as to give rise to a conflict of interest situation.
- The Proponent shall indemnify and save harmless the City from and against all claims arising from any negligent acts or omissions of the Proponent pursuant to works or services performed under this Agreement. The Proponent's Professional Liability insurance policy shall be available for inspection by the City at all times upon request.
- The professional liability of the Proponent, its officers, employees, sub-consultants, and agents for any loss, damage or cost incurred by the City arising out of negligent acts or omissions in connection with this agreement shall be limited to \$2,000,000.
- All information, including data, designs, drawings and specifications obtained, compiled and produced by the Proponent pursuant to this Agreement shall be the property of the City.
- Confidential information acquired in the course of providing consulting services pursuant to this Agreement shall not be released or used by the Proponent for any other purposes or projects without prior approval of the City.
- The City shall make available all pertinent information in its possession to the Proponent which may affect the Project. The Proponent shall give due consideration to such information and shall satisfy himself as to the reliability of the information.
- The City shall give due consideration to all information including drawings, plans, reports and proposals submitted by the Proponent within a reasonable time so as not to delay the Project.
- No acceptance or approval by the City of the Project or services shall relieve the Proponent of his responsibilities for the proper performance of such Project or services.
- Upon the execution of this Agreement the Proponent shall commence the performance of his obligations and shall take all steps reasonable required by good practice for:
  - (a) the performance of his obligations for providing consulting services under

## Article 2.

(b) the execution of the Project for the Cost of Work in accordance with the plans, specifications, drawings and designs.

- If at any time during the performance of this Agreement the Proponent estimates for any reason that the actual cost of the Project will exceed the Cost of Work, he shall immediately advise the City in writing. If, in the opinion of the City, the cost overrun is due to design or cost factors within the control of the Proponent, the City may require the Proponent to redesign the Project at his own cost to bring it in line with the Cost of Work.
- If it shall become necessary for the Proponent to make any changes in any designs, drawings, plans or specifications for the Project or for any act or matter over which he has no control, the Proponent shall be compensated for such changes or extra work for such fees as the parties hereto may mutually agree to; provided that prior to the commencement of such changes or extra work the Proponent shall notify the City, in writing, of his intention to make such changes or to carry out such extra work and that the Proponent shall keep separate cost records in respect to such changes or extra work.
- The City may at any time, by notice in writing, suspend the Project in whole or in part, or terminate this Agreement. Upon the giving of any such notice, the City will pay the Proponent for services rendered to the date of such suspension or termination in accordance with the terms of Article 3 hereof.
- The Proponent shall not assign this Agreement or any part thereof without the prior consent of the City in writing.

**PART D – APPENDIX A**

**Figure 1. City limits and collaborative area.**

