



## REQUEST FOR PROPOSAL

**NWRFP-21-24**

### **Pavement Marking Strategy Consultant**

**Closing Time:**

Thursday, October, 7, 2021  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

upload to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

**Further requests for information :**

**Purchasing: Patrick Shannon, SCMP**  
Purchasing Manager

Email: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)

<b>PROPONENT NAME</b>		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal; we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

# CORPORATION OF THE CITY OF NEW WESTMINSTER

## PART 1

### RFP PROCESS & GENERAL REQUIREMENTS

#### **1.0 GENERAL INFORMATION**

- 1.1** The City of New Westminister is seeking a supplier to provide consulting services as it relates to the management; internal engagement and coordination; and the design, development, reporting, and implementation of the pavement marking management program. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.2** The City of New Westminister is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.3** This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.4** The city, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFP;
  - b) modify this RFP at any time.
- 1.5** Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.6** This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- a) Changes to the requirements or Scope of Work proposed by the Proponent;
  - b) Price; and
  - c) Specific contract details as deemed reasonable for negotiations by the City.

#### **2.0 COVID-19 GLOBAL PANDEMIC**

- 2.1** Due to the COVID 19 global pandemic, the City may be required or decide not to proceed with the Work or to terminate any contract prior to the Work commencing. If this occurs, the City will only pay for actual costs incurred by the consultant.
- 2.2** In submitting a Proposal, the Proponent acknowledges the presence of the COVID-19 virus in Canada and other jurisdictions. The Proponent also acknowledges the consequences and impacts "Known Impacts" of the COVID-19 Pandemic existing as of the date of this Request for Proposal, and said "Known Impacts" have been accounted for by the Proponent within the schedule and pricing.

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### **3.0 PROPOSAL INSTRUCTIONS**

- 3.1** Proposals should be submitted electronically in one (1) Adobe (PDF) file with Subject “NWRFP-21-24 Submission” in the Subject to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>
- 3.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 3.3** It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The City does not accept facsimile or other unsealed Proposals.
- 3.4** Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City intends to respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time. The City will record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

### **4.0 CONTRACT REQUIREMENTS**

- 4.1** The City expects that any Agreement with the selected Proponent will be for an initial term of one (1) year with four (4) optional one (1) year renewal terms at the sole discretion of the City.

### **5.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION**

- 5.1** All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

### **6.0 INSURANCE, PERMITS AND LICENSES**

- 6.1** The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:
- a) Commercial General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;
  - b) Professional Liability Insurance of one million dollars (\$1,000,000)
- 6.2** The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

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### 7.0 **LIVING WAGE EMPLOYER**

- 7.1 Effective January 1, 2011, the City of New Westminster became a “Living Wage Employer”. As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.
- 7.2 In order to determine an employee’s hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility.  
[http://www.livingwageforfamilies.ca/living\\_wage\\_calculator](http://www.livingwageforfamilies.ca/living_wage_calculator)
- 7.3 The City includes in all its competitive bid documents a Declaration referencing the City’s expectations with regards to compliance of the Policy (attached as Appendix A). **Completion and submission of the Declaration is required prior to Contract award.**
- 7.4 In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City’s [Living Wage Page](#) for further information.

### 8.0 **EVALUATION AND SELECTION PROCESS**

- 8.1 The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City’s opinion offers the best value for the services requested.
- 8.2 The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.
- 8.3 Proposals will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Executive Summary	5%
Organizational Experience	20%
Team Experience	25%
Methodology	20%
Schedule	10%
Cost	10%
Value Add	5%
Social and Sustainable	5%
<b>Total</b>	<b>100</b>

- 8.4 The City, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

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**8.5** The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 2 – 3 months.

**9.0** **NEGOTIATIONS**

**9.1** The award of a contract may be subject to negotiations with the lead Proponent that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent;
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City.

**9.2** If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.



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**PART 2**

**BUSINESS REQUIREMENTS AND SCOPE OF WORK**

## CORPORATION OF THE CITY OF NEW WESTMINSTER

### 1.0 **BACKGROUND**

- 1.1** The City of New Westminster is a Regional City Centre, and is characterized as a regional hub due to its multiple transit connections and significant access to the Major Road Network (MRN). As such, New Westminster is a major destination and thoroughfare in the region. Many major transportation corridors critical to moving people and goods throughout Metro Vancouver are located in New Westminster.
- 1.2** The City's roads network is comprised of 252 km of roads, including 25.3 km of MRN, 2.8 km of arterial roads, 33.6 km of collectors, and 133.3 km of local roads. The City is responsible for all roads within its boundaries with the exception of provincial highways.
- 1.3** The City is seeking the services of a qualified consultant with demonstrated experience in pavement marking asset management to work with the City on the development of the inventory of pavement markings and the pavement marking management program.
- 1.4** Schedule – note this schedule is subject to change.

Work to start	October 13, 2021
Internal Stakeholder Engagement	October 31, 2021
Pavement Marking Inventory Development	November 15, 2021
Pavement Marking Asset management Strategies	November 30, 2021
Prepare a 5-year pavement marking management plan	December 17, 2021

### 2.0 **BUSINESS REQUIREMENTS & SCOPE OF WORK**

- 2.1** The firm will take a leadership role in the management; internal engagement and coordination; and the design, development, reporting, and implementation of the pavement marking management program within the City.
- 2.2** See Appendix B - Scope of Work for a high-level overview of the expected services to be provided by the firm. A final Statement of Work will be developed with the lead firm prior to signing an agreement.

### 3.0 **SUBMISSION REQUIREMENTS**

- 3.1** Proposals should be concise and directed to the requirements of this RFP. Proposals should be provided double-sided on 8 ½" white paper, in a font colour of black and not less than 11 point. All proposals must include and clearly identify:
- a) **Cover Page:** Front page of this RFP with the required Proponent information filled out and signed.
  - b) **Executive Summary (5%):** (1 page) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project.

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- c) **Organization Experience (20%):** (2 pages max per example) Select two projects in the past five (5) years where you provided similar services as requested in Appendix B – Scope of Work. Include at a minimum the following information:
- 1) Overview of the project
  - 2) Budget for the project
  - 3) Your role
  - 4) Timeline to complete the scope of work
  - 5) What worked and what didn't
  - 6) What would you do differently
- d) **Team Experience (25%):** For the key employees who will be working on this project provide a brief bio, describing each person's role in this project and their qualifications and experience to take on successfully the role.
- 1) Provide full resumes as an Appendix to your response.
- e) **Methodology (20%):** (2 pages Max) Provide your methodology and approach to successfully achieve the objectives as requested in Appendix B – Scope of Work.
- 1) Be as detailed as possible;
  - 2) Use the requirements and expected deliverables as noted in this RFP.
- f) **Schedule (10%):** Provide a schedule of activity from date of award to final submission, including a labour summary matrix that provides person-hour estimates for each of the work activities. Clearly indicate all milestones that aligns with the Schedule as noted in 1.4.
- g) **Cost (10%):** Using the labour summary matrix provided in Requirement f Schedule, provide person-hour estimates for each of the work activities and a total cost.
- h) **Value Add (5%):** Provide a description of your organization's unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project.
- i) **Social and Sustainability (5%):** Explain your social and sustainability policy and process. Explain how your company addresses anti-racism, diversity, inclusion, and equity. Explain how your company promotes sustainability (locally and in your operations), i.e. do you have a carbon footprint reduction plan? How do you manage waste in your facility or on a job-site?
- j) **Living Wage Declaration:** As per Part 1, section 7.
- k) **References:** Complete the attached table of references below.



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**REFERENCES**

Please provide three (3) references for companies whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

<b>Reference 1</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

<b>Reference 2</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

<b>Reference 3</b>	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

- 1.1 The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent. The City reserves the right to seek a reference from sources other than those provided by the Proponent.



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**APPENDIX A**

**DECLARATION – LIVING WAGE EMPLOYER**

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**DECLARATION – LIVING WAGE EMPLOYER**

I, \_\_\_\_\_ as a duly authorized signing officer of

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: \_\_\_\_\_

Authorized Signatory:

Dated:

\_\_\_\_\_

\_\_\_\_\_



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**APPENDIX B**

**SCOPE OF WORK**

## CORPORATION OF THE CITY OF NEW WESTMINSTER

### Pavement Marking Inventory/Capital Program

#### Consultant's Scope of Work

##### Summary:

The Consultant will take a leadership role in the management, internal engagement and coordination, and the design, development, reporting, and implementation of the pavement marking management program.

The anticipated scope of work for the Consultant is summarized in the following list:

##### 1. Pavement Marking Management (PMM) Program

The consultant will design and develop a pavement marking management program that suits the City's needs, capabilities, and organizational structure.

The framework should include pavement marking asset management strategies, implementation plans, and operational guidelines to support staff in decision making, planning, budgeting, investments, design and construction, maintenance, condition assessment, and performance evaluation of the pavement marking assets.

The program shall include, but not be limited to the following items:

- Identify goals, indicators, performance measures, and targets.
- Provide strategy and methods to build a complete pavement marking inventory.
  - The Consultant will lead the study and internal engagement to determine the strategy and methods to build the pavement marking inventory.
  - The consultant will be responsible to provide 2-3 options with cost analysis; coordinate with City's Engineering Operations and GIS/IT Department, and; make recommendations for the City's pavement marking inventory development.
  - The City anticipates the inventory will be surveyed by staff from the Engineering Operations and/or its contractor.
- Develop decision-making procedures for the planning, budgeting, and scheduling of pavement marking operations.
- Determine and develop the inventory (data) maintenance and update process that suits the capabilities of the City's Engineering Operations and GIS/ IT Department.
  - The consultant will work directly with City's Engineering Operations and GIS/ IT Department to determine the practical process for the update and renew of the inventory.

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- Develop a system performance monitoring strategy that covers the following components: data collection and management, condition assessment, life-cycle assessments, feedback procedure and analysis, and strategies evaluation.
- Optional - Work with Engineering Operations to develop procedures for new pavement marking material study, selection, and application (For example, high reflective pavement marking product).

### 2. Data Management and Performance Monitoring

The consultant will assist in creating and intergrading the pavement marking asset class data into our GIS and Asset Management System.

The consultant will work closely with internal stakeholders to develop the inventory operation and maintenance procedure that suits the City's capabilities. It shall include, but not be limited to:

- Develop a practical data update procedure to ensure the new items and changes will be added to the inventory on time. For example, road construction works, new pavement marking associate with City's capital projects or new developments, etc.
- Work with IT and Engineering Operations to develop a reporting system and survey procedure (including template) for front line staff to survey, document, and perform conditions assessment of the pavement marking asset.
- Assist IT and Engineering Operations in the development of a Report-and Track system for pavement marking maintenance issues for internal stakeholders and external (i.e. general public).
- Integrate and connect the inventory data to the City's existing asset management system.

### 3. Capital Investment and Maintenance Plan

Based on the strategies developed in the PMM Program, the consultant will work closely with internal stakeholders to develop a pavement marking capital investment and maintenance plan that suits City's capital project delivery plan.

The consultant will work closely with Engineering Operations to prepare a 3-5 year pavement marking plan starting 2022 to guide the short-mid term pavement marking, by the end of Q4 2021.

As part of the PMM program, the consultant shall prepare a long-term pavement marking investment and maintenance strategy to guide the long-term decision making such as budget allocation, scheduling operations, and contracting and procurement.

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### 4. Optional - Assist Engineering Operations in the acquisition of goods and services

Subject to capital funding, the Consultant may be engaged to undertake bidding document preparation and assistance, and construction management on behalf of the City.

### 5. Optional - High Reflective Pavement Marking product research and feasibility study

Subject to capital funding, the Consultant may be engaged to undertake product research and feasibility for the following pavement markings:

- High-reflective pavement markings
- Reflective markers - Cat's Eyes, Bott's Dots, etc.

### 6. Project and Quality Management

The Consultant will be responsible for the overall management of the project throughout the feasibility study and research, the PMM program design, and the implementation and training process.

The Consultant will act as the key contact with the City's Engineering Operations team and take the lead role in coordinating internal staff and managing project planning, budget management, scheduling, quality management, deliverables, coordination, and pavement asset management tasks

The Consultant will organize meetings with City staff at start-up, during frequent internal meetings (anticipated to be bi-weekly), and at key milestones through the inventory and policies development process. The Consultant will be required to take minutes with clearly identified action items for all project-related meetings and submit them to the City within seventy-two (72) hours of each meeting.

At key milestones, the Consultant will participate in a stage review of the project with the project manager. The review intends to update the project manager on project status, identify outstanding issues, and confirm directions.

The Consultant will be required to manage the project schedule in a manner that is consistent with generally accepted industry practices. The project schedule, identifying key tasks, dates, milestones, and deliverables, should be updated at least monthly and submitted to the City's project manager. Any significant delays or changes to the schedule must be reported to the City as soon as practicable.