

Request for Proposals

City of Quesnel

**West Fraser Timber Park
Trail Development**

CLOSING DATE AND TIME:

3:00 PM Friday, June 17, 2022

Contact Person:

**Jeff Norburn
Director of Community Services
jnorburn@quesnel.ca**

1. Background

The City of Quesnel recognizes the value of trails for both residents and visitors. Trails boost destination tourism, provide growth in the local economy, help in the attraction and retention of residents, as well as promote a healthy active lifestyle. The City of Quesnel is committed to further developing, and marketing trails in the Quesnel area.

Trail development, and the promotion of trails within the City of Quesnel is one aspect of Quesnel's strategic plan. The City of Quesnel has a popular river front trail system that encircles the downtown core, with numerous parks and recreation opportunities within City limits. Quesnel, is moving forward with a phased approach, focusing on future development, and upgrading the existing trail networks, to become an outdoor enthusiast's destination.

Recognizing the importance of trails, the City of Quesnel, CRD and local stakeholder groups have taken multiple steps to advance this commitment:

- In 2017 the City of Quesnel completed a North Cariboo Trails Inventory and Master plan. This Master Plan recognized multiple trail networks that will boost Quesnel as a trail's tourism destination. <https://www.quesnel.ca/city-hall/major-initiatives/north-cariboo-trails-inventory-and-master-plan>
- In 2018 the City of Quesnel, CRD, Gold Rush Cycling Club (GRCC), Cariboo Mountain Bike Consortium, and Lhtako Dene First Nation signed a partnership agreement to promote and develop trail-based recreation.
- Ongoing development of trail networks at Dragon Mountain Provincial Park, and Wonderland Recreation Site.
- Pump track, and trail development at the City of Quesnel, South Hills Park.
- Development of the Fuel management trail system.
- City of Quesnel Bike Park Master Plan, and phase 1 development.

In 2020 a West Fraser Timber Park trails development plan was conducted with the goal of providing specific prescriptions to upgrade and augment existing trails within the WFTP land parcel, as well as layout opportunities for new trail construction. The development plan focused on three main project areas, the nature trails, a connector route to the Red Bluff neighborhood via Borregard Road, as well as a long-term initiative of connecting West Fraser Timber Park to the Quesnel and District Arts and Recreation Center.

West Fraser Timber Park is the newest and largest of Quesnel's city parks. It is located west of Johnston subdivision at the base of Plywood hill. The park is a short walk from the downtown core and houses a variety of active and passive amenities, including a Nature education Center.

The nature trails are located within the West Fraser Timber Park land parcel, however the connecting trails to Red Bluff subdivision, and the Quesnel and District Arts and Recreation Center travel through property owned by the city of Quesnel, private landowners, and the Provincial Crown lands.

The primary objective of this RFP is to select a contractor to implement the trail development as outlined in the West Fraser Timber Park Trail development plan. The project will include existing trail improvements, realignments, as well as new trail and infrastructure development.

The city is seeking a contractor to conduct the following trail prescriptions from the West Fraser Timber Park trail development plan:

1. West Fraser Timber Park Nature Trail and Area.
2. West Fraser Timber Park to Borregard Road trail development & improvements.

2. Submission Details

Submit proposal by email to Jeff Norburn, Director of Community Services. Jnorburn@quesnel.ca Email subject line should read: **West Fraser Timber Park Trail Development**

Proposals may be withdrawn by written notice to Jeff Norburn, Director of Community Services. Jnorburn@quesnel.ca at any time, up to the closing date and time of this RFP.

Proposal acceptance deadline: 3:00 pm (local time) Friday June 17, 2022.

- Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Quesnel. It is the sole responsibility of the potential proponents to check with the City of Quesnel website, and/or BC Bid to ensure all information has been received prior to submitting a proposal.
- The successful proponent by its acceptance of a negotiated agreement and purchase order, agrees to indemnify and hold harmless the City, its elected officials, agents and employees, from and against all loss or expense that may be incurred by the City, its officials, officers, employees and agents as a result of bodily injury, including death sustained by any person or persons, or on account of damage to property including loss of use thereof arising out of or as a consequence of the performance of the work stipulated in the RFP and any negotiated agreement.

3. Rights Reserved by the City:

- The City is not liable for any costs incurred by interested parties in the preparation of their response to this request or interviews if held. Furthermore, the City shall not be responsible for any liabilities, cost, loss, or damage incurred, sustained, or suffered by any interested party, prior or subsequent to, or by reason of the acceptance or non-acceptance by the City of any response, or by reason of any delay in the acceptance of the response.
- The City reserves the right to reject any or all proposals and to accept the proposal deemed most favorable in the interests of the City.
- The City may, in its absolute discretion, reject a proposal submitted by the proponent, if the proponent, or any officer or director of the proponent is or has been engaged either directly or indirectly through another corporation in legal action against the City, its elected or appointed officers and employees in relation to any other Contract for works or services or any matter arising from the City's exercise of its powers, duties or functions.
- The RFP process does not commit the City in any way to select a proponent, or award or negotiate any contract. The City reserves the right to cancel this project for any reason whatsoever without any future obligations.
- The City may accept or waive a minor and inconsequential irregularity where practicable to do so. The City may, as a condition of acceptance of the Proposal, request a Proponent to correct a minor and inconsequential irregularity with no change in the Proposal.
- The determination of what is or is not a minor and inconsequential irregularity, the determination of whether to accept, waive, or require correction of an irregularity, and the final determination of the validity, will be at the sole discretion of the City.

4. Inquiries

All inquiries should be made in writing, directed to: Jeff Norburn, Director of Community Services. Jnorburn@quesnel.ca

5. Negotiations

The award contract is subject to negotiations with the proponent that offers, in the City's opinion, the best value proposal. Such negotiations include, but are not limited to, the following:

- a) Changes or refinements in the service requirements or scope of work proposed by the Lead Proponent.
- b) Price – if directly related to a change or refinement in the proposed scope of work proposed by the Lead Proponent; and
- c) Specific contract details as deemed reasonable for negotiation by the City of Quesnel.

6. Contract Scope and Deliverables:

Nature Trails & Area (NTA)

The Nature Trail can be accessed behind the washrooms adjacent to the ball diamonds in WFTP or via the berm trail. The nature trails are well used and received annual tread capping with crushed gravel which has improved drainage and user experience. Several realignments are recommended to lessen grades to uphold the City of Quesnel vision. There are several informal trails branch off the Nature Trail providing alternate loop options for trail users. These informal trails require brushing, capping, minor realignments, and other upgrades as recommended within the West Fraser Timber Park trails development plan.

- Approximately, 1846 meters of existing trail improvements, 505 meters of realignments, and 206.5 meters of new trail development.
- The Nature trails and area are prescribed as a family friendly, non-motorized multi-use trail.
- The Nature trail and all loop trails that branch off the Nature trail should be upgraded using the specific prescriptions as contained in the West Fraser Timber Park Trail development plan as well as the following general tread prescription:
- Trail tread should be upgraded to a Whistler Trail Standards Type II trail including the following:
 - Surface with compacted crusher fines to a depth of no less than 10cm
 - Surfaced single track width of no less than 1m
 - Remove all embedded trail obstacles
 - Clear width to 1.6m and height to 2.4m
- 18 Realignments totaling approximately 505 meters (Appendix A)
- 15 Construction POI (Appendix A)

Borregard Road Connector (BRR)

Borregard Road sits at +100m elevation from WFTP and can be accessed via a combination of existing trails and a section of new trail development. These existing trail upgrades, including several minor realignments, combined with +/- 243m of new trail construction. The development of the Borregard Road

Connector route, will fulfill the goal to create a hiking route from WFTP to Borregard Road.

- Approximately 885.4 meters of existing trail improvements including realignments, and 243 meters of new trail development.
- Due to gradients and landform constraints, this route is prescribed as a hiking route and is not designed or suitable for mountain biking.
- The route includes the upgrade of the following existing trails to join onto the Nature Trail (in order from Borregard Rd descending to WFTP):
 - 1) Upper Joe's Trail 2) Bench Trail 3) Unnamed MTB Descent 4) Connector.
 - Upper Joe's Trails & Bench Trail = 446 meters
 - Unnamed MTB Descent = 175 meters
 - Connector = 265 meters
 - The BRR route also includes the construction of 243m of new trail to link the above existing trails.
- Existing trail improvements should be upgraded to a Whistler Trail Standards Type II, including the following prescription:
 - Surface with compacted crusher fines to a depth of no less than 10cm
 - Surfaced track width of no less than 1m
 - Remove all embedded trail obstacles
 - Clear width to 1.6m and height to 2.4m
- New trail development should be upgraded to a Whistler Trail Standards Type III, including the following prescription:
 - Surface with compacted crusher fines to a depth of no less than 5cm
 - Shallow back slope (50 – 70%) to discourage sloughing and minimize the back cut and slope disturbance with a focus on a minimal footprint.
 - Surfaced track width of 50cm
 - Remove all embedded trail obstacles
 - Clear width to 1.6m and height to 2.4m
- Realignments totaling 115 meters (Appendix A)
- 13 Construction POI (Appendix A)

Tread Prescription:

All trails that are prescribed for upgrading require capping with crusher fines due to the nature of clay soils in the area, particularly clay soil performance when wet. Clay is very slippery when wet therefore tread gradient beyond 10% should be avoided and capping of all trail tread with crusher fines should be implemented where recommended. All sections of trail that are to be upgraded as part of this plan require a minimum of 10cm capping of crusher fines and this material must be compacted using a plate tamper. All organic material must be

scraped from the site prior to application of crusher fines and every effort made to remove root systems to discourage re-growth of vegetation in the tread. Where sections of trail are saturated, have poorly drained soils, or exist within the flood plain, a turn pike, raised tread or boardwalk have been prescribed. Turnpikes or raised tread prescriptions where soils are saturated require a base layer of geotextile to prevent the migration of capping material into saturated clay soils or contamination of imported material by saturated soils at site location. Considering the characteristics of clay soils, any new construction should utilize a shallow back slope (50 – 70%) to discourage sloughing, minimize the back cut, and slope disturbance with a focus on a minimal footprint.

These prescriptions are site specific and are to be used in conjunction with preceding tread specifications, new trail construction prescriptions and realignment prescriptions as provided within the West Fraser Timber Park Trail development plan. These prescriptions, recommendations and guidelines are meant to work in harmony, where gaps exist, a reasonable interpretation of these prescriptions should be utilized in combination with good judgement and current sustainable trail building best management practices.

Realignments:

Surveying has been conducted of the southern and western WFTP Municipal Land Parcel boundaries. The surveying may have resulted in additional minor trail realignments of existing trail corridor.

Trail realignments must correspond with tread prescriptions as recommended in this RFP and the West Fraser Timber Park trail development plan.

Existing trail deactivation:

Existing section of trail must be deactivated once realignment is completed including the following prescription:

- Breaking up of existing tread
- Layering of organic matter of no less than 15cm
- Scattering of wood debris as available on site
- Installation of check dams where fall line sections exist

7. Fee Proposal

It is the proponent's responsibility to submit a proposal that outlines their design and vision to complete the project, including a detailed cost breakdown. The cost breakdown must include but not limited to.

- Nature Trail & Area
 - New trail development; Material, equipment, labor
 - Existing Trail improvements; Material, equipment, labor

- Borregard Road Route
 - New trail development; Material, equipment, labor
 - Existing Trail improvements; Material, equipment, labor

8. Proposal Format and Submission Requirements

All proponents, are required to submit the following in their proposal:

- a. Identify company name, lead contact, and key personnel that will work on this project.
- b. Identify roles assigned to personnel related to this project, and their background experience/qualifications.
- c. Describe related experience of the company and provide examples of recently completed projects. If possible, provide examples of recent multi-use trail construction.
- d. Provide a detailed project plan, including timelines, general construction techniques, as well as how materials will be transport onsite. Resources allocated to the outlined tasks, and any additional products or services that will result from this approach.
- e. Provide a detailed project cost, with a breakdown of each task in the project. The project fee shall include all costs including travel, research, design, layout, site prep, equipment, material, and labour to construct the final product. Proponents shall complete Appendix B and submit it with their proposal.
- f. The proponent may include optional costs for extra services and amenities, including options for cost savings.
- g. Provide a minimum of two references.
- h. Proposals should not exceed twelve pages in length. Examples of work may be attached as additional pages

9. Site Conditions

- While the City will provide maps, diagrams, photographs, reports, and other documents including GPS data, trail distances, including new trail construction, existing trail improvements and realignment. These distances may differ between the RFP and the West Fraser Timber Park Master plan. The proponent shall be responsible to fully inform themselves to the site existing prior to submitting a proposal. Site visits may be arranged directly through the contact person for the City of Quesnel.
- The Contractor will be responsible for obtaining any necessary permits and or approvals prior to trail construction.

10. Other Requirements

a. Insurance

- i. The proponent shall, at his own expense, provide and maintain to the Municipality until the completion of the contract the following insurance in a form acceptable to the Municipality with an insurer licensed in British Columbia:

1. Commercial General Liability \$2,000,000.00
2. Automobile Liability Insurance \$2,000,000.00

- ii. The proponent shall be responsible for any deductibles or reimbursement clauses within the policy.
- iii. The proponent shall be responsible to ensure that their insurance policy covers trail construction and maintenance.

b. Business License

- i. The successful proponent must possess a City of Quesnel business license and will be required to provide evidence of same at contract start.

c. WorkSafeBC

- i. The proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same at contract start.

11. Proposal Evaluation

The following criteria will be considered in the evaluation of proposals. Proposals will be scored out of 100 points with the following weighted portions.

- Proposal Quality (layout, presentation, professionalism) 10 Points
- Contactor experience (trail development and build experience, references) 25 points
- Project approach, construction techniques, project schedule with a completion timeline. 40 points
- Value for Cost (detailed cost estimate) 25 points

12. Appendices:

Attached:

- Appendix A
- Appendix B – Contractor bid pricing

The following information is also available to proponents via a Drop Box Link provided below:

- West Fraser Timber Park Trails Master Plan.
- West Fraser Timber Park GPS Data
 - WFTP Trails
 - WFTP POI
- WFTP Google Earth photo

Drop box link:

<https://www.dropbox.com/sh/r8bwpjavvpy6cs/AACQXmGFLy1DgVGcglnLlcKLa?dl=0>