



## City of Chilliwack

### REQUEST FOR EXPRESSIONS OF INTEREST (RFEI)

### WILLIAMS STREET PEDESTRIAN BRIDGE – PRELIMINARY ENGINEERING



Issue Date: October 2023

**CITY OF CHILLIWACK**  
**REQUEST FOR EXPRESSIONS OF INTEREST (RFEI)**  
**WILLIAMS STREET PEDESTRIAN BRIDGE**

**A. INTRODUCTION**

The City of Chilliwack is requesting Expressions of Interest from Proponent firms who possess the required personnel, experience and resources to provide engineering design services for the Williams Street Pedestrian Bridge project.

A pre-selection process will be used to identify three (3) qualified Proponents to submit comprehensive Proposals for the Project. This document outlines the overall scope of the Project, sets out the requirements for the Expressions of Interest and indicates the process to be used to select the short-listed Proponents. Proponents will be evaluated primarily on successfully completing comparable design services.

Interested firms can obtain RFEI documents on or after **October 4, 2023** from the City's web page at [www.chilliwack.com/bids](http://www.chilliwack.com/bids).

Inquiries may be directed to:

Frank Van Nynatten– Project Manager  
Phone: 604-793-2720  
Email: [vanny@chilliwack.com](mailto:vanny@chilliwack.com)

**B. SUBMISSION OF EXPRESSIONS OF INTEREST**

The City of Chilliwack will be allowing both electronic or hard copy bid submissions. The City prefers to accept electronic submissions however hard copy submissions will continue to be accepted.

Respondents must submit their EI to the Closing Location or e-mail address specified. The City will not accept EIs submitted to any other location or e-mail address.

**HARD COPY SUBMISSIONS:**

Original plus three (3) copies of the EI must be delivered to the City of Chilliwack at the Main Reception Desk no later than:

**3:00 p.m. local time on November 15, 2023**

The Respondent must ensure that a complete, clearly labeled and securely sealed EI is received at the Closing Location by the Closing Time. The City will assume no responsibility for timely receipt of any EI. Each Respondent should ensure its EI is clearly marked on the outside along with the Respondent's name and address. Each EI must be submitted to the City in a sealed package clearly addressed as follows:

***“Expression of Interest: “Williams Street Pedestrian Bridge – Preliminary Engineering”***

ATTENTION: Corporate Officer  
City of Chilliwack - Main Reception Desk  
8550 Young Road  
Chilliwack, BC V2P 8A4

**CONFIDENTIAL - DO NOT OPEN**

It is the Respondent's sole responsibility to ensure its EI is received on time. Late EIs will be returned unopened. The clock at the main reception desk is designated as the official clock for the receipt of EIs by which the Closing Time will be established.

### **ELECTRONIC SUBMISSIONS:**

Submissions can be forwarded via e-mail as follows:

[bids@chilliwack.com](mailto:bids@chilliwack.com)

Each EI submission must be clearly named as follows:

#### ***"Expression of Interest: "Williams Street Pedestrian Bridge – Preliminary Engineering"***

Submissions submitted by email shall be deemed to be successfully received when displayed as new email in the in-box of the City email address no later than **3:00 pm, Wednesday, November 15, 2023**. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Submissions not received.

Maximum email submission size is 20MB. If your email submission is larger than 20MB, please submit in multiple emails.

### **C. PROJECT OBJECTIVE**

The objective of this Project is to provide engineering design solutions to provide a bridge for pedestrian and cyclist facilities across Hope Slough at Williams Street, while considering cost effectiveness and the performance of the designs. .

The City of Chilliwack will provide additional details at the RFP stage to elaborate on the Project scope as well as identify design criteria.

It is the intent of this assignment that the Proponent will provide one designated Project Manager who will oversee, communicate and represent directly with the City's Project Manager.

The estimated budget for engineering work will be provided at the RFP stage. The City estimates that the proposed project, including construction, would not exceed \$1,500,000.00. However, Proponents are encouraged to include in their RFEI submittal an upper and lower limit engineering budget amount on what they consider to be the value of the RFP work.

### **D. SCOPE OF WORK**

The project will generally be designed in accordance with the current City of Chilliwack Subdivision and Development Control Bylaw, Transportation Association of Canada, current directives, accepted standards, specifications, practices, policies and procedures in effect at the date of the execution of the agreement. The Proponent will be expected to utilize the appropriate governing design codes including but not limited to the National Building Code, BC Building Code, Canadian Highway Bridge Design Code (CHBDC) and AASHTO LRFD Guide Specifications for the Design of Pedestrian Bridges.

The successful proponent will undertake all necessary site investigations depending on the preliminary design solution, and satisfy the project requirements for identifying potential risks of the project for future Design-Build or Tender performance specifications.

The Proponents' services will include:

- Compilation of base information including review of existing engineering reports and drawings;

- Develop issues and recommend preliminary design solutions for geometric, structural, hydrological, geotechnical and environmental components;
- Determine the most appropriate bridge type based on span length, bridge abutment and/or pier locations, aesthetics and cost effectiveness. Provide a comparison analysis of alternatives with cost estimates and recommended solution for consideration;
- BC Hydro consultation to confirm clearance with overhead power lines;
- Confirm design elevation based on HWL and freeboard;
- Provide a recommended implementation schedule for completing the works;
- Determine Right of way requirements and land acquisition impacts if applicable;
- Agency consultation and community impacts;
- Preliminary design drawings to include utility, cadastral, and representative design over aerial photography;
- Preliminary design drawings are to be sufficient in detail and dimensions as to provide future proponents carrying out a Design-Build assignment for the construction of these works, with the needed detail criteria to complete a full Engineering construction design;
- Reports and drawings to be provided in digital format. (most recent Auto Cad)
- Executive level reports including Class B project cost estimates;

**E. SCHEDULE**

The schedule for the Proposal call process is as follows:

**Stage 1**

Expressions of Interest Available	October 4, 2023
Expressions of Interest Closing	November 15, 2023 at 3:00 pm
Issue RFPs to Selected Proponents for Stage 2	December 6, 2023

**Stage 2**

Request for Proposal Closing	January 17, 2024 at 3:00 pm
Acceptance (subject to change)	February 7, 2024
Substantial completion of the Project is set for	August 15, 2024

**F. GENERAL**

By responding to this RFEI the Proponents and all Proponent Members acknowledge that:

- this RFEI or the submission of any Expression of Interest in response to it creates no contractual relationship or obligations between the City of Chilliwack and any Proponent, and is simply the first stage of the City’s two stage process pursuant to which the City is seeking Proposals only for the work described in this RFEI document;
- they will not substitute or replace any Prime Members identified in their Expression of Interest without the written approval of the City of Chilliwack (Prime Members means any Proponent Members who proposes to be responsible for more than either 20% of the construction or 40% of the design of the Project);
- they confirm that the Proponent or each Prime Member has no interest whatsoever in the Proposal of any other Proponent, either directly or indirectly, has not entered into any agreement before the Proposal due date that could create such an interest;
- they have read and understood the provisions of this RFEI;
- the City of Chilliwack reserves the right to reject any or all Expressions of Interest for any reason;

- the City of Chilliwack reserves the right to waive any irregularity in, to request clarification or additional information with respect to, and to negotiate modifications to any Expression of Interest; and
- the City of Chilliwack takes no responsibility for the accuracy or completeness of any information supplied during Stage 1 of this procurement process and will not be responsible for any costs incurred in responding to this document.

## **G. EVALUATION PROCESS**

Selection of the Proponent to undertake the Project will be based on the following.

- Proponent's Experience (30%) - Relevant expertise with projects of similar scope. Refer to section D "Scope of Work" for complete description of work items.
- Project Personnel (25%) - A summary of the senior personnel specifically selected for this project, based on similar projects successfully completed.
- Team Cohesiveness (10%) – Describe the means of communication and control exercised over specialty independent consultants included in your team.
- General Project Approach (25%) - Your assessment of the approach to be taken to meet the project objectives.
- Schedule and Commitment (10%) - Define your ability to meet the performance requirements for a Proposal of this nature.

Selection of the Proponent to undertake the Project will be conducted in two phases.

- **Stage 1** of the RFEI invites Proponents with appropriate experience to submit their relevant credentials for consideration. These submissions will be evaluated in accordance with the procedures set out in this document and a maximum of three (3) Proponents will be selected to submit detailed Proposals for the Project.
- **Stage 2** will be initiated with the issuance of a Request for Proposal (RFP) to the Proponents selected in Stage 1. This RFP will not be construed as a tender. It is anticipated that the various submissions received in response to the RFP may incorporate different design features, materials, construction approaches and may differ in other ways.