



REQUEST FOR PROPOSAL

Halifax Urban Greenway - Phase 1 - Design Consulting Services

RFP NUMBER 04 - 171

Closing, XXX, 2004 @ 4:30 p.m., local time

A **mandatory** pre-bid meeting is scheduled for XXXX, 2004 at 9 a.m. at XXXX, Halifax , NS.

Halifax Regional Municipality
Procurement Section
P.O. Box 1749, Halifax
3rd Floor, Duke Tower,
Scotia Square, 5251 Duke Street
Nova Scotia, Canada. B3J 3A5

NOTICE

REQUEST FOR PROPOSAL 04 - XXX

CONSULTING SERVICES - Halifax Urban Greenway - Phase 1

The Halifax Regional Municipality invites proposals for the provision of consulting services in connection with design of the Halifax Urban Greenway- Phase 1 project. This project encompasses a 1.5 km long area, from South Street to Point Pleasant Park in southend Halifax.

Sealed Proposals. Seven, (7), copies in total: - six, (6), bound and one, (1), unbound for **RFP 04-XXX, Consulting Services - Halifax Urban Greenway -Phase 1**, Halifax Regional Municipality, Halifax, Nova Scotia will be received by Halifax Regional Municipality Procurement Office, 3rd Floor, Duke Tower, Scotia Square, 5251 Duke Street, P.O. Box 1749, Halifax, Nova Scotia, Canada, B3J 3A5, **until end of business day, XXXX , 2004, local time.**

All questions concerning this Request for Proposal shall be directed to Trudy Cann-Fournier, Procurement Coordinator at (902) 490-4200, (cannt@halifax.ca) and those of a technical nature to Kevin Conley, Parks Capital Projects (902) 490-6193, (conleyk@halifax.ca).

Instructions, forms, and specifications may be obtained from the Halifax Regional Municipality Procurement Office, (902) 490-4170, Fax (902) 490-4175, Monday - Friday, 8:30 A.M. to 4:30 P.M.

The Halifax Regional Municipality reserves the right to reject any or all proposals and to award the contract in its entirety, or in part, whichever in its opinion best serves the interest of the Halifax Regional Municipality.

Peter Ross
Manager of Procurement

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INTRODUCTION

The Halifax Regional Municipality(HRM) in association with HUGA requires the provision of detailed

design and contract documents for a high quality multi-use trail and footpath system, including parking areas, access driveways, electrical/structural design and other site power requirements. The intent is to complete detailed design/tender documents for the project.

This project relates to Phase one of the greenway. Phase one encompasses an area between South Street and Point Pleasant Park in southend Halifax. It covers the east side of the CN rail cut from South Street to Marlborough Woods, both sides of Marlborough Woods to the Pinehill Drive-Franklyn Street intersection and the west side from that intersection to Young Avenue. Also included are links to Marlborough Woods Park, Robie Street, Saint Mary's University and Point Pleasant Park along Franklyn Street. A footpath along the Pinehill Drive-Harbourview Drive section is also included. Refer to Figure 1 for clarification.

It is important to note this project contains both a design component and a subsequent construction/implementation component. With regard to schedule, time is of the essence.

Notes:

Under this RFP the following services are to be provided:

- \$ preliminary/detailed layout of all proposed site elements including:
 - \$ Site grading design
 - \$ storm water design for all proposed development
 - \$ electrical power supply and services
 - \$ architectural/structural engineering for all site elements
 - \$ landscape architectural design services for all appropriate site elements
- Contract preparation, administration and construction inspection services
- Cost Estimation

Note: All design work to stress universal accessibility where ever possible.

The recommended design work must make an efficient use of resources, demonstrate innovation and maximize the protection of features. All work is to reflect a high degree of environmental and historical sensitivity and protection. An overall emphasis on all end products to be cost effective to operate and maintain is to be carried throughout.

1.0 GENERAL INSTRUCTIONS

1.1 Instructions and the Terms of Reference:

Instructions and the Terms of Reference may be obtained in person or by mail from, Halifax Regional Municipality Procurement Office, 3rd Floor, Duke Tower, Scotia Square, 5251 Duke Street, Halifax, Nova Scotia, Canada.

- (a) All proposals are to be submitted on and in accordance with the Terms of Reference for this purpose which are available at the Halifax Regional Municipality Procurement Office.
- (b) All proposals are to be submitted in sealed, plainly marked envelopes.

- (c) Additional information or clarifications of any of the instructions or information contained herein may be obtained from the Halifax Regional Municipality Procurement Office.
- (d) Any respondent or respondents finding any discrepancy in or omission from the proposal, in doubt as to their meaning, or feeling that the proposal is discriminatory, shall notify at once the Halifax Regional Municipality Procurement Office in writing within 5 days of the scheduled opening of proposals. Exceptions as taken in no way obligates the Halifax Regional Municipality to change the proposal. The Halifax Regional Municipality Procurement Office will notify all respondents in writing, by addendum duly issued, of any interpretations made of proposal instructions.
- (e) The Halifax Regional Municipality will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the proposal should be directed to and will be issued by the Manager of Procurement, Halifax Regional Municipality.

Figure 1

1.2 Eligibility:

Prospective proponents are not eligible to submit a proposal if current or past corporate and/or other interests may in the opinion of the Halifax Regional Municipality, give rise to conflict of interest in connection with this project. Proponents are to submit with their proposal documents any issue that may constitute a conflict of interest violation for review by the Halifax Regional Municipality. Halifax Regional Municipality's decision on this matter will be final.

1.3 Reservations:

- .1 The Halifax Regional Municipality reserves the right to reject any or all proposals or parts of proposals, when in this reasoned judgement, the public interest will be served thereby.
- .2 The Halifax Regional Municipality may waive formalities or technicalities in proposals as the interest of the Halifax Regional Municipality may require.
- .3 The Halifax Regional Municipality may waive minor differences in the proposal provided these differences do not violate the proposal intent.

1.4 Disputes:

In cases of dispute as to whether or not an item or service quoted or delivered meets proposal requirements, the decision of the Halifax Regional Municipality, or authorized representatives, shall be final and binding on all parties.

1.5 Proponents Expenses:

Proponents are solely responsible for their own expenses in preparing, delivering or presenting a proposal and for subsequent negotiations with the Halifax Regional Municipality, if any.

1.6 Exceptions:

The submission of a proposal shall be considered an agreement to all the terms and conditions provided herein and in the various proposal documents, unless specifically noted otherwise in the proposal.

1.7 Currency and Taxes:

Prices are to be quoted in Canadian dollars; inclusive of duty, where applicable; exclusive of Harmonized Sales Tax (HST).

1.8 Compliance with Laws:

The consultant will give all the notices and obtain all the licenses and permits, required to perform the work. The consultant will comply with all laws applicable to the work or performance of the contract.

1.9 Period of Submission Validity:

Proposals will be binding 60 Days: Unless otherwise specified, all formal proposals submitted shall be irrevocable for 60 calendar days following proposal opening date, unless the respondent(s), upon request of the Purchasing Agent, agrees to an extension.

1.10 Grounds for Disqualification:

The Proponent shall direct all questions regarding this RFP or the Project to Trudy Cann-Fournier or Kevin Conley. Any attempt on the part of the Proponent or any of its employees, agent, contractors or representatives to contact any of the following persons with respect to this RFP or the Project may lead to disqualification:

- (a) any member of the evaluation team (except those mentioned in this document) or any expert advisor to them;
- (b) any member of Council; and
- (c) any member of HRM staff.

2.0 ADMINISTRATION

2.1 Background:

The Halifax Urban Greenway Association(HUGA) was formed in 2000 by a group of concerned residents to promote a system of trails and protected natural spaces along the CN rail corridor from Chebucto Road to Young Ave. HUGA produced the Halifax Urban Greenway Proposal in 2002, which consisted of a concept plan for the routing of a system of footpaths and a multi-purpose trail along the top of the CN railway cut between Chebucto Road and Point Pleasant Park. HUGA will be working in partnership with the Halifax Regional Municipality in terms of funding and administration of this project.

2.2 General:

As noted in the Introduction, time is of the essence in the contract resulting from this proposal. All tender documents resulting from this work to be completed by June, 2005.

2.3 Contract Administration:

All questions concerning this Request for Proposal shall be directed to, Trudy Cann-Fournier, Procurement Coordinator, Phone 490-4200, Monday through Friday, 8:30 a.m. to 4:30 p.m. or E-mail to cannt@halifax.ca and those of a technical nature to Kevin Conley, Project Manager, Parks Capital Projects at 490-6193 at the above times or E-mail to conleyk@halifax.ca.

2.4 Proponents Qualifications:

No contract will be awarded except to responsible Proponents capable of providing the services contemplated. Proponents must be primarily engaged in providing the services as outlined in this Request for Proposal document and must have a comprehensive understanding in the areas listed in this Request for Proposal. Understanding and previous experience in all aspects of this RFP document and implementation are very essential criteria in the qualifying process.

Proponents shall have a proven record of having provided this service requirement. The Halifax Regional Municipality reserves the right to check all references furnished and consider the responses received in determining the award of this proposal.

The Proponents personnel and management to be utilized in this service requirement shall be knowledgeable in their areas of expertise. The Halifax Regional Municipality reserves the right to perform investigations as may be deemed necessary to insure that competent persons will be utilized in the performance of the contract.

2.5 Indemnity:

If the contract is awarded, the successful Proponent will be required to indemnify and hold the Halifax Regional Municipality harmless and against all liability and expenses, including solicitor's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person arising out or attributable to the consultant's performance of the contract awarded.

Any property or work to be provided by the consultant under this contract will remain at the consultant's risk until written acceptance by the Halifax Regional Municipality; and the consultant will replace, at the consultant's expense, all property or work damaged or destroyed by any cause whatsoever.

2.6 Insurance Requirements:

The consultant will be required to provide Error and Omission Insurance in a form

acceptable to HRM, with HRM as a named party. The amount of coverage will be \$2,000,000 for value of construction up to \$1,000,000.

2.7 Method of Purchase:

A purchase order will be issued by the Procurement Office for all services performed under this contract prior to the actual services being started.

2.8 Billing and Payment:

The proposer shall submit an invoice for services provided to:

Financial Services
Halifax Regional Municipality
P.O. Box 1749,
Halifax, NS
B3J 3A5
Attn: Susan Spicer

HRM will pay the Consultant based on the completion of deliverables as required by this project. The Consultant's invoices will show, as a minimum:

Purchase Order Number
Period of Work
Deliverables Completed
Itemized List of Services Provided

The details of which would describe:

\$ Expenses incurred on the project during the billing period
\$ A total showing how much money is billed in the current billing period
\$ A running total showing how much money has been billed previously
\$ Total billed to date (i.e., current plus previous invoices)
\$ Show the HST applicable to the entire billing
\$ A total showing how much is payable on the invoice

Invoices beyond the original agreed value will not be accepted unless written consent from HRM is obtained. Invoices for extra work must be submitted separately and must be accompanied by a written justification of the work. (Note: Written authorization from HRM is required prior to proceeding with any extra work.)

Payment shall be made upon request of a proper invoice from the consultant and authorized by the Manager of the business unit or designee. Normal payment terms for the Halifax Regional Municipality is 30 days from receipt.

2.9 Exceptions:

The Proponent shall furnish a statement on company letterhead giving complete description of all exceptions to the terms, conditions and specifications. Failure to furnish the statement

will mean that the proposer agrees to meet all requirements of the Request for Proposal.

2.10 Termination:

- (a) **Termination for Convenience:** The Halifax Regional Municipality may terminate a contract, in whole or in part, whenever the Halifax Regional Municipality determines that such a termination is in the best interest of the Halifax Regional Municipality, without showing cause, upon giving written notice to the proposer. The Halifax Regional Municipality shall pay all reasonable costs incurred by the Proponent up to the date of termination. However, in no event shall the Proponent be paid an amount which exceeds the bid price for the work performed. The Proponent shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination.
- (b) **Termination for Default:** When the Proponent has not performed or has unsatisfactorily performed the contract, the Halifax Regional Municipality may terminate the contract for default. Upon termination for default, payment will be withheld at the discretion of Halifax Regional Municipality. Failure on the part of the Proponent to fulfil the contractual obligations shall be considered just cause for termination of the contract. The Proponent will be paid for work satisfactorily performed prior to termination, less any excess costs incurred by the Halifax Regional Municipality in re-procuring and completing the work.

2.11 Availability of Funds- Budget:

The contractual obligations of the Halifax Regional Municipality under this contract is contingent upon the availability of appropriated funds from which payment for this contract can be made.

A budget inclusive of all taxes and expenses/disbursements in the amount of **\$3,500,000?** has been allocated to the construction of this project, including applicable tax and design consulting services. Funding is coming from HRM and HUGA(?)

2.12 Interpretation:

The contract resulting from this Request for Proposal shall be construed under the laws of the Province of Nova Scotia.

2.13 Integration:

This Request for Proposal document, the Proponents response to this solicitation, and subsequent purchase order(s) to the successful proposal contain the entire understanding between parties, and any additions or modifications hereto may only be made in writing executed by both parties.

2.14 Non-assignment of Contract:

The Proponent shall not assign the contract, or any portion thereof, except upon the written

approval of the Halifax Regional Municipality.

2.15 Public Information/Proprietary Information:

The Halifax Regional Municipality is subject to the Nova Scotia Freedom of Information and Protection of Privacy legislation which is part of the Municipal Government Act. To review the provisions of this act you may view it at [http://www.gov.ns.ca/legi/legc/bills/57th_1st/3rd_read/b047\(1\).htm](http://www.gov.ns.ca/legi/legc/bills/57th_1st/3rd_read/b047(1).htm) and go to FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY.

2.16 Contract Agreement:

The selected Proponent will be required to enter into a contract agreement with the Halifax Regional Municipality.

2.17 Intellectual Property Rights:

The Halifax Regional Municipality will be the owner of the intellectual property rights, including patent, copyright, trademark, industrial design and trade secrets in any deliverable product or product developed through this contract. Licensing and marketing rights to the developed product will not be granted in the contract. Proposals regarding these rights should not be submitted in response to this Request for Proposal and will not be considered in evaluating responses. If in the future the Halifax Regional Municipality elects to commercialize the developed product, the licensing and marketing rights will be negotiated separately.

2.18 Confidentiality:

The selected Proponent agrees not to release or in any way cause to release any confidential information of the Halifax Regional Municipality unless they have been specifically approved to do so in writing by HRM.

2.19 Added Value:

HRM is interested in maximizing the value of expenditures at it relates to achieving additional value that would further benefit HRM and its operation, as well as its community of citizens and their tax based funding. As such, bidders are encouraged to consider, develop and propose added value concepts, programs, components and the like that would further enhance the proposed acquisition represented in this solicitation request.

3.0 PRE-BID MEETING

Each Proponent must completely satisfy themselves as to the exact nature and existing conditions of the requirements and for the extent and quality of work to be performed. Failure to do so will not relieve the successful Proponent of their obligation to carry out the

provisions of the contract.

A pre- bid meeting (**mandatory**) for interested proponents has been scheduled for XX a.m. at XXXX .

4.0 SCOPE OF WORK

4.1 Overview:

The Halifax Regional Municipality and HUGA are seeking a multi-disciplinary team to assist in the design and construction inspection of Phase 1 of the Halifax Urban Greenway. The team must consist, as a minimum, of a professional civil, structural and electrical engineer and a qualified Landscape Architect(full APALA member). Works include:

- preliminary/detailed site plan
- electrical power supply to site
- stormwater management plan
- storm water and electrical service design for all site facilities
- architectural, structural, electrical and civil engineering design
- vehicle/pedestrian circulation on-site and connections to off-site.
- landscape architectural planning/design of entire site
- quantity estimates and detailed Class >A= cost estimates for all works
- tender documents and drawings for all proposed site works
- site inspections during construction as required
- bi-weekly(minimum) site meetings

4.2 Project Background:

The Halifax Urban Greenway Association(HUGA) was formed in 2000 by a group of residents to promote a system of trails and protected natural spaces along the CN rail corridor from Chebucto Road to Young Avenue. This project is directed at phase one(1), the area between South Street and Point Pleasant Park.

In 2002, HUGA completed the *Halifax Urban Greenway Proposal*. This report was done with the assistance of a consultant. This report can be viewed at www.halifax.ca/greenway/reports/proposal.html

The Urban Greenway is seen as the largest addition to public access and open space in the Southend-Northwest Arm area in generations. HUGA is setting a vision appropriate to the magnitude of the project. Three planning principles must be incorporated into the detailed design:

1. linkage opportunities -The Greenway is to be a linkage between public assets, connecting and enhancing public spaces and facilities along its route.

This includes parks and parkettes, water access points, **and eventually** three university campuses and Point Pleasant Park. The Greenway will integrate these into convenient and easy access for residents in the

immediate neighbourhood and beyond.

The multi-purpose trail will promote active transportation. It will open up new safe access routes to these facilities for walkers, bicyclists and wheelchairs. The possibility of also accommodating in-line skates and skateboards will be investigated during this design process.

2. Appreciating Surroundings-The Greenway will be a linear extension of Point Pleasant Park, compensating for damage to that Park by adding a large natural area to the city's public access realm. Appreciation of the scenic, ecological and historical aspects of that natural area will be a significant factor in the detailed design.

There will be retention of all major trees and stone wall remnants unless there is absolutely no alternative. Views into and across the cut are to be preserved by the minimum placement and minimum height of chain link fencing while still fulfilling the requirements of a hazard assessment.

There will be trail amenities provided in the form of benches and picnic tables where appropriate. There will be a trail interpretation program involving signage and literature, dealing with both the natural environment and the history of the CN rail cut and the surrounding neighbourhoods. Finally, there will be the opportunity for the viewing of the railway and port activities which are the reason for the cut's existence.

3. Respecting Community- A major project such as this can potentially, if not designed and implemented properly, have both detrimental and beneficial impacts on the surrounding neighbourhoods. It is HRM/HUGA's intention to minimize any potential adverse impacts for the community, while maximizing the opportunities for community involvement and benefit.

The Greenway raises the possibility that a number of currently dead-end streets could be opened up to public through traffic by walkers and bicyclists. In the Rogers Drive, Gorsebrook Avenue, Greenwood Avenue and Marlborough Avenue cases, HUGA does not support a design which would encourage this. On the other hand, Beaufort Avenue and **potentially** Robie Street **could** become major new north-south linkages leading over the railway cut to Point Pleasant Park.

4. CPTED - The design of the Greenway is to include the CPTED philosophy and that the exterior spaces result in areas that encourage safety and comfort of users.

CPTED principles include four strategies; natural surveillance, territorial reinforcement, natural access control, and target hardening.

5. Safe Intersections - The intersections of the trail with roads will be designed to ensure vehicular access by residents has priority. Pedestrian crossings from the east side of Beaufort Avenue will be planned with an eye to the speeding problem on the street. Additional parking by trail users will be discouraged. The trails are not to encourage access from the dead end streets other than Robie and Beaufort. Means of lessening opportunities for shortcutting from dead end streets are to be included in design.
6. Wheelchair accessibility is to be provided on all sections of the multi-purpose trail.
7. Fencing is to be kept to a minimum and used only where necessary for safety, accessibility.
8. Major trees/vegetation are to be retained wherever possible.

Community Consultation - The Consultant will lead community consultation at a minimum of **two(2)** key project milestones:

1. presentation of preliminary design
2. presentation of final design

HRM will be responsible for meeting logistics(ie. advertising, room location, invitations, etc.). The consultant will lead the meeting, compile feedback and respond to questions.

Existing Site Data

HRM will provide the consultant with all available GIS mapping, including topographic and property boundary information for the study area. However, site specific topographic survey and boundary data is not available and will have to be acquired on an as needed basis. The Proponent will be asked for a cost to provide this after award of contract. Any required geotechnical data will be acquired at additional cost after award of contract.

The existing Halifax Urban Greenway Proposal completed in 2002 is to be used as a basis for development of the preliminary plan and detailed plan.

4.3 Program Requirements:

The preliminary program for the Greenway is to include elements as defined below. In addition, the proponent will identify further program requirements as a component of the design process.

South Street to Oakland Road - East Side

1. Benches in the parkette
2. Greenway entrance signage and map
3. Directional signage to South Street water access.
4. Narrow sidewalk allowance near South Street may necessitate internal routing there.

Oakland Road to Belmont on the Arm- East Side

1. Narrow sidewalk allowance and power pole in alignment at or near Oakland
2. Directional signage to Oakland Road water access.
3. Interpretation of original orchard trees on Estates near Belmont-on-the-Arm.

Belmont on the Arm to Marlborough Woods- East Side

13. There are two distinct levels for footpaths, due to fill placed to create Beaufort Avenue. Topographical interpretation required.
2. Lower level to be available for informal footpath creation by community, with any required fencing appropriately placed.

South Street to Marlborough Woods - West Side

1. Conservation measures to be recommended.
2. Present informal access is not to be affected along the Belmont on the Arm to Marlborough Woods section

Marlborough Woods to Pinehill Drive - East Side

The consultant will lay out alternate alignments as well as the preferred one for a multi-purpose trail through this section. Once Saint Mary's has approved either the preferred or an alternate routing, before or at the outset of its campus master planning process, the consultant will do the detailed planning and design for the selected alignment

The following criteria are to be used, with Saint Mary's approval, for the detailed design:

1. Student parking lot with no curb and gutter. Discuss and design the need to add same.
2. Both trails between parking lot and edge of cut.
3. Tie-in to parkette on other side of parking lot. Bench in parkette.
4. Multi-purpose and how close will it be to houses. Three new ones are expected across from

parking lot.

5. Eroded part of currently-used footpath alignment
6. Two trails combine at narrow section at the end of Greenwood.
7. Multi-purpose goes down through valley and SMU property.
8. Detailed planning with SMU.
9. Stone wall remnant at end of Greenwood, which must be broken through.
10. Stone wall remnant paralleling cut, which must not be crossed.
11. Look-off on "the rock".
12. Link with Robie Street.
13. Links with campus and how relate to Rogers Drive and Gorsebrook Avenue.
14. Where two trails combined and where separate.
15. Pedestrian bridge approach.

Pedestrian Bridge over Cut

1. Revised alignment on Pinehill Drive end from concept plan.
2. Needs extensive design.

Marlborough Woods to Pinehill Drive - West Side

1. Link to Marlborough Woods Park and water access: footpath paralleling laneway through Park, from west end of railway bridge to stonewall boundary, along stone wall and across driveway entrance to waterfront access road entrance
2. Directional signage and welcoming landscaping or vegetation feature at entrance at west side of railway bridge.
3. Directional signage at entrance to Armoian pathway, including "private pathway" notice.
4. Welcome signage, bench and/or picnic table for Park
- 5.. Lady slippers on either side of footpath alignment to be protected.
6. Two power towers to deal with Power Corp. on (see letter on website).
7. Trail amenity - possibility of bench or picnic table on platform on former foundation of first power tower.
8. Views through Maplewood Subdivision to Northwest Arm. Historical interpretation.
9. Design and cost one exit to public street across private property.
10. Design and cost other exit along side of floor of railway cut and up side of slope below line of sight of adjacent residence, to come up beyond power tower.

Pinehill Drive from Francklyn Street to Tower Road

1. Power towers to deal with Power Corp. on (see letter on website)
2. Pedestrian bridge approach ramp.
3. Footpath added to concept plan.
4. Multi-purpose trail to avoid winter parking area of residents if possible.

Harbourview Drive from Tower Road to Young Avenue

1. Rezoning and subdivision situation is uncertain.
2. Footpath to be designed along section in addition to multi-purpose trail as a contingency.
3. Power towers to deal with Power Corp. on (see letter on website).
4. Greenway entrance signage and map on Young Avenue.
5. Possible benches and port viewing area.

South of Young Avenue

1. Assess suitability for port viewing area as opposed to other side of street.

Francklyn Street from Pinehill Drive to Point Pleasant Park

1. Getting multi-purpose trail past residence at bottom on Pinehill Drive without using its frontage if possible.
2. Directional signage to Bilton Lane water access.
3. Multi-purpose trail to continue along sidewalk on east side of Francklyn to all Park entrances once has crossed at foot of Point Pleasant Drive.
4. Multi-purpose trail to continue up Point Pleasant Drive to Tower Road entrance of Park.

4.4 Intent:

The consultant will be responsible for the following:

- .1 Study and investigate the project area, review available records and collect data from other sources as required.
- .2 Complete the following components:

Note: Costing for all following components is to include the preparation of appropriate conceptual and detailed tender drawings, written specifications and the provision of services during tender call and construction.

- a. Preliminary Design Development

The consultant is to identify options for site development based on the 2002 traffic/pedestrian circulation, topography, vegetation, site servicing, existing and future development. Preliminary cost estimates are to be developed. The preliminary design plan(s) is to be presented to the steering committee for review and approval.

- b. Community Consultation
Presentation to stakeholders of preliminary plan and incorporation of received feedback.
 - c. Detailed Design/Tender Documents
Detailed design and tender documents are to be developed and include (but not limited to) the following:
 - Site Layout Plan
 - Site grading Plan
 - Site landscape Plan
 - Site Lighting/ Electrical Plan
 - Interpretive/Directional Signage Plan/Details - HRM has park, traffic, directional an interpretive design standards which are to followed in this project. Consultant will identify locations and layout/wording of signage.
 - Construction Details (including pedestrian bridge)
 - e. Community Consultation
Presentation to stakeholders of preliminary plan and incorporation of received feedback.
- .4 Class >B= Cost Estimate(50% complete, Class >A= Cost Estimate(100% complete)
- .5 Services during Tender Call (responding to questions, developing addendums)
- evaluate tenders and report in accordance with HRM Procurement Policies and Procedures.
- .6 Services during Construction (inspection services, observation, recommending approval of payment, developing and approving CCOs/COs). It is intended that half-time (20 hours/week avg.) services will be provided by the Consultant. The 20 hour average is for a construction inspector and for any necessary liaison with project design engineer or architect. The weekly estimate assumes a typical construction day of 8 hours, 5 days a week. This cost will reflect construction activity occurring at multiple locations on the site as required and shall include any costs that may be incurred for additional equipment, ie. survey equipment.

It must be understood that HRM may elect to carry out construction services depending on the estimate for this phase of the work and the availability of HRM construction staff.

The documents will be completed as three (3) separate tender packages, generally organized as follows:
a) site development (site layout, servicing, lighting grading), b) installation of artificial surface and c); service building layout/details).

All design drawings and record drawings to be provided both in hard copy format and as well in AutoCAD 2000 format.

Further the consultants will;

- \$ Although it is not anticipated, the Proponent should be prepared to address the need to deal with hazardous materials encountered through site excavations in the most environmentally sound manner.
- \$ Meet, liaise with regulatory bodies, utilities, stakeholder groups and affected property owners and where appropriate obtain approvals.
- \$ Complete final detailed designs and reports for all project components.
- \$ Produce tender documents for all project components, evaluate tenders and report.
- \$ Respond to design related inquiries during the construction phase as required.
- \$ If so decided by HRM, provide contract administration and site inspection services in accordance with cost estimation for the same.

4.5 Project Schedule Milestones:

Following is a listing of project milestones:

- | | | |
|--|---|----------------|
| - Preliminary Design Finalized | - | Jan. 14, 2005 |
| - Completion of Detailed Design/Contract Documents | - | Feb. 25, 2005 |
| - Tender for Construction advertised | - | March 4, 2005 |
| - Tender closes | - | March 18, 2005 |
| - Evaluation of tender submissions complete | - | March 25, 2005 |
| - Council Award of Tender | - | April 12, 2004 |
| - Construction begins | - | April 25, 2004 |
| - Facility open to public | - | Sept, 2005 |

4.6 Frame Work for Project:

The Consultant will be required to undertake, but not limited to, the following tasks.

4.6.1 Coordination:

The successful Proponent shall designate in writing, a project manager and all coordination for services between Halifax Regional Municipality and the successful Proponent shall be the responsibility of the respective managers.

The HRM project manager shall be responsible for the administration of this project and the consultant shall make all contacts needed to gather such information that is needed to complete the design. Any claim of the consultant of lack of information provided by HRM, will not be regarded as sufficient reason for non completion of the design.

Report to HRM/HUGA through a review process and meetings at various stages of the work program with an project steering committee. Progress meetings will typically be held on a minimum bi-weekly basis. The work progress shall be measured against a defined budget and work schedule.

Meet, liaise with regulatory bodies, utility companies (eg. HRWC, DFO, NSDOE, MTT, NSP, Natural Gas Suppliers/Distributors etc.) and other levels of government as necessary. The consultant shall contact owners of affected properties, utility company(s), as required, to complete & coordinate the design.

4.6.2 Services

Prepare and submit on behalf of HRM the applications for approval to various bodies, as required, having jurisdiction over construction of the proposed works and obtain approval. Also, submit same to HRM for processing through internal HRM approval process.

Provide copies to HRM of all correspondence related to the project including approved applications or agreements reached on behalf of HRM.

Prepare preliminary design plan to steering committee, including for review and comment. The plan shall address various options considered including preliminary cost estimates(class >D=). The recommended solutions shall be presented in the preliminary design proposal. Said proposal to include preliminary level drawings and a design/tender/construction schedule for its implementation. Meet with steering comm

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===== ittee to discuss the preliminary design proposal and incorporate the comments made by HRM related to the review into the proposed design.

The Proponent will prepare 50% complete tender documents along with a class >B= cost estimate for review by HRM. At 100% completion, the proponent will prepare a class >A= cost estimate for review and approval by HRM prior to proceeding to tender call.

With regard to schedule, time is of the essence. It is intended that all efforts will be made to ensure that the majority of works are completed by **XXXXX**.

Meet with steering committee to discuss the draft design report and finalize the concept plan, including proposed phasing and construction schedule. Incorporate the comments made by the steering committee related to the review of the proposed design into the final detailed design.

Prepare finalized construction drawings, specifications, (one unbound copy), and detailed final cost estimates for the selected design and deliver these to HRM.

The final design shall meet the minimum standards and documentation requirements of HRM. These standards are presented in HRM's Municipal Service Systems guideline manual. Specifications shall be prepared for use with the Standard Specification for Municipal Services as published by the Nova Scotia Road Builders Association - The Nova Scotia Consulting Engineers Association Joint Committee on contract documents. HRM has adopted as its model these specifications and has developed standards for various sections. The following information is required from the consultant: schedule of quantities, supplemental specifications and technical specifications. HRM will be responsible for assembling and producing the complete >front end= specification document. HRM will be responsible for producing required copies of tender documents.

In addition to meeting HRM standards, the final design shall meet the minimum requirements of the Nova Scotia Department of Environment and Labour (NSDEL) and conform to the standards and codes of other regulatory agencies from which approval may be necessary.

Provide tender-ready documentation and detailed construction drawings. HRM will make copies, advertise and tender the project.

Attend tender closings(s), review, evaluate and make a recommendation on the tender bids, as received by HRM and attend the pre-construction meeting(s). All tender documents must be returned to HRM within one week of tender closing in order to meet the tender award report deadline.

4.6.3 Construction Services

The consultant shall be prepared to answer general inquiries related to the design during all phases of construction. The consultant shall attend all preconstruction meetings and be prepared to meet on-site(weekly) to discuss both design intent and ramifications of any proposed change relative to individual designs with both the construction inspector, if applicable, and contractor.

Collect recorded information and assemble information. The record information package must be received by HRM within one month of the project's completion.

Provide a covering project certification from appropriate professional personnel that the works were constructed in conformance with the specifications and drawings and that the record drawings are a true representation of the constructed works.

If so decided, the Consultant shall be prepared to provide full time contract administration and inspection services during all phases of construction.

4.7 Reports/Drawing Format:

Reports, drawings, specifications and calculations shall be in metric units. Reports, specifications and drawings shall be stamped by a Professional Engineer, Architect or Landscape Architect where appropriate, registered to practise in Nova Scotia. Drawings shall be to a scale appropriate to the design depiction and shall comply with HRM standards. Electronic copies of all information, (reports, drawings, specifications and calculations; e.g., spreadsheets, computer model data files, etc.), shall be provided to HRM on a CD ROM. Drawings shall be provided in AutoCAD 2000 format and reports and specifications shall be provided in WordPerfect 7/8 format. Hard copies of the final design drawings on mylar, (min. 3 mil), and specifications shall also be provided. Any information which isn't available in an electronic format shall be provided as hard copies.

All material produced and information collected by the consultant in performance of this terms of reference shall become the property of HRM. All material shall be kept confidential by the Consultant unless authorized in writing by HRM.

5.0 PROPOSAL SUBMISSION

To establish the capabilities and qualifications of Proponents, specific information is requested, including corporate profile, service delivery capability, project management and technical support ability, relevant experience and references, management support programs, proven successes in similar undertakings, related management experience and additional background information as outlined herein. Please note that **non** HRM staff references are preferred.

Proponents are encouraged to submit as detailed a document as possible in support of their capacity to meet the requirements of this Request for Proposal, without exceeding the restrictions specified in Section 5.3 and 5.4. Elaborate brochures or voluminous examples are not required nor desired.

The submission of a proposal on this service will be considered as a representation that the Proponent has carefully investigated all conditions which may affect or may, at some future date, affect the performance of the services covered by the proposal, the entire area to be

serviced as described in the attached specifications and other tender documents and that the Proponent is fully informed concerning the conditions to be encountered, quality and quantity of work to be performed and materials to be furnished; also, that the Proponent is familiar with all Federal and Provincial laws, all codes, By-laws, standards and ordinances of the Halifax Regional Municipality which in any way affect the prosecution of the work or persons engaged or employed in the work.

In responding to this proposal, each Proponent shall, include, as a minimum, a Technical Proposal and a Cost Proposal. The proposal is not complete unless it contains a Technical Proposal which addresses the requirements described herein, and a separate Cost Proposal that details all costs for the proposed consulting services. Both the Technical Proposal, which shall be identified as Envelope #1, and the separate Cost Proposal, which shall be identified as Envelope #2, shall be submitted simultaneously.

5.1 Submission Requirements:

To assure a uniform review process and to obtain the maximum degree of comparability, each proposal shall contain the following information with the numbering system as noted below within the Technical Proposal.

The Technical Proposal, identified as Envelope #1, shall include the following as a minimum:

- .1 Understanding of Halifax Regional Municipality's Requirements
 - 1.1 A brief statement to indicate the Proponent's understanding of Halifax Regional Municipality's requirements.
- .2 Corporate Profile
 - 2.1 Mission, vision and values of the Proponent;
 - 2.2 Overview of capabilities and services;
 - 2.3 Three related customer references who have contracted for services offered by the Proponent which is considered identical or similar to the requirements of this Request for Proposal. The list should include the following information:
 - .1 Customer name, address and contact
 - .2 Contracting Officer and Telephone Number
 - .3 Technical Representative and Telephone Number
 - .4 A brief, written description of the specific services provided
 - .5 Value of contract
 - .6 Key outcomes achieved; and
 - 2.4 Outline of criteria that differentiate the Proponent from its competitors and

additional brief facts concerning your organization which you feel are critical in evaluating your proposal.

.3 Organization and Personnel

- 3.1 Organizational structure including both sub-consultants and individuals proposed to be assigned to the project, and approach to team coordination;
- 3.2 Background and experience of key personnel and provision of similar services; and
- 3.3 Team composition, including any sub-consultants to be utilized. Proponents shall provide, in detail, their credentials in the field of providing Engineering, Landscape Architecture, Architecture, and any information which documents successful and reliable experience in past contracts, especially those contracts related to the requirements of this Request for Proposal.

Proponents shall provide the name, title, address and telephone number of persons who will both manage and be assigned to perform the services and extent of involvement under the proposal.

- 3.4 Relevant experience in completing assignments of similar scope and complexity.

It is important that the Proponent demonstrate that they have successfully managed comparable projects in terms of type, scope and diversity of work.

- 3.5 Experience of the Proponent and key personnel with similar facilities and the range of specified services;
 - 3.6 Previous experience with and/or knowledge regarding all-weather field construction and other municipal government facilities.
- .4 Provision of Services
- 4.1 Scope of Services
 - 4.1.1 Outline of approach to completing all aspects of the scope of services, including for each service area a statement as to whether this service would be self-performed or sub-contracted; and
 - 4.1.2 Approach to ensuring optimal value for money for Halifax Regional Municipality.
 - 4.2 Approach to Management of Project
 - 4.2.1 Approach to management of project;
 - 4.2.2 Approach to customer contact and communications;
 - 4.2.3 Approach to quality management;
 - 4.2.4 Detailed work plan for completing all components of the scope of work in accordance with the specified time lines and schedule, and a work breakdown matrix of all personnel, including clerical, showing anticipated hours of involvement, broken down by phase of work as per the Lump Sum Price Proposal with sub totals for each phase as well as total project hours;

For the purposes of constructing a schedule the consultant shall consider the following:
 - \$ Proposed project start date: **XXXX**.
 - \$ Allow one week for steering committee review
 - \$ The consultant shall use standard calendar dates when presenting the schedule
 - 4.3 Other
 - 4.3.1 Overview of information systems and technology applications that would be utilized;
 - 4.3.2 Overview of previous experience with CPTED site audits
 - 4.3.3 Outline of any other relevant information.

5.2 Proposal Cost Submission (see Appendix B)

The Proposal Cost submission form, as identified in Appendix B, is to be fully completed by Proponent and clearly identified as Envelop #2. It shall include Proponents firm fixed price for this service as outlined in the Request for Proposal. Price may not be the determining factor for award. Proponents should include with the Cost Proposal, on company letterhead, a detailed listing of the tasks and activities with a breakdown into work packages, details of all individual costs of the proposed services and an estimate of total costs. The estimate shall represent the maximum payment for the study. Price data should include fixed price, estimated hours of work by key staff and individual hourly cost for all staff. Include and identify expenses and HST separately. The Halifax Regional Municipality may negotiate a final offer with the selected Proponent.

If required, the cost and administration of any required geotechnical and topographic/boundary survey/ investigations will be **outside** of this contract.

A separate provisional cost estimate for full time services during construction, (excluding any required materials testing), with a breakdown into personnel and personnel billing rates. Provide the estimate on a weekly basis assuming a typical construction day of 8 hours, 5 days a week. Include but identify separately expenses and HST in the weekly estimate.

It must be understood that HRM may elect to carry out contract administration and full time inspection services depending on the estimate for this phase of the work and the availability of HRM construction staff.

To assure a uniform review process and to obtain the maximum degree of comparability, each proposal shall be presented in the order of the above.

5.3 Document Size Restrictions:

Elaborate brochures or voluminous examples are not required nor desired.

A brief indicating background information relative to your firm is required. Including the appendix, your proposal should not be more than **25** typed pages at a minimum 12 point font pitch.

5.4 Number of Proposals to be Submitted:

Seven, (7), copies: - six, (6), bound and one, (1), unbound of each proposal. Both technical and price components are to be submitted.

6.0 METHOD OF AWARD

Technical Proposals(Envelope #1) and Cost Proposals(Envelope #2) shall be submitted simultaneously, in separate sealed identified envelopes. The Proponents found unacceptable during the technical evaluation shall not be given further consideration and their technical proposal will be returned with their unopened cost proposal. All proposals will be evaluated and ranked against the criteria listed in the attached Appendix A - Proposal Evaluation Criteria..

This evaluation process will be carried out by an evaluating committee who will establish the ranking of all the bidders and produce a short list of Proponents. The short-listed Proponents may be invited to make a brief presentation.

The results of the above process will be brought to the appropriate staffing level with a recommendation from the evaluating committee to award.

The Halifax Regional Municipality intends to make total proposed award to the responsible, responsive Proponent based on the evaluation criteria listed on Appendix A.

Proponents overall response to this solicitation must include, but not limited to:

- .1 Proponents corporate experience/background.
- .2 Qualifications of the Proponents support staff.
- .3 Proponents client satisfaction.
- .4 Proponents overall responsiveness in clearly stating the Proponents technical understanding of the Request for Proposal subject matter and their approach to accomplishing the services.
- .5 Proponents time required to perform the service from date of purchase order.
- .6 Adherence to proposal format as stipulated in Section 5.0.
- .7 Fixed firm price for the services outlined in the proposal, Request for Proposal Document which shall be submitted in a separate, sealed envelope, clearly identified as Envelope #2 @Cost Proposal@. Price may not be the determining factor.

7.0 AWARD OF PROPOSALS

The Halifax Regional Municipality reserves the right to modify the terms of the Request for Proposal at any time at its sole discretion.

This Request for Proposal should not be construed as a contract to purchase goods or services. The Halifax Regional Municipality is not bound to accept the lowest priced or any proposal of those submitted. Proposals will be assessed in light of the evaluation criteria.

Subsequent to the submissions of proposals, interviews may be conducted with some of the Proponents, but there will be no obligation to receive further information, whether written or oral from any Proponent.

The Halifax Regional Municipality will not be obligated in any manner to any Proponent whatsoever until a written contract has been duly executed relating to an approved

proposal.

Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

APPENDIX A PROPOSAL EVALUATION CRITERIA

The submissions will be reviewed by a Selection Committee consisting of representatives from the Halifax Regional Municipality and HUGA..

All proposals will be evaluated and ranked against the following criteria and associated weighting.

Item	Max. Score
1. Adherence to the requirements of the Request for Proposals	mandatory
2. Proponent's team, including but not limited to:	25%
\$ team composition and representation by all necessary disciplines, including estimating,	
\$ relevant experience in completing assignments of similar scope and complexity, and	
\$ experience of the Proponent and key personnel with similar sites and range of specified amenities;	
Organization and personnel	
\$ completeness of team and experience of individual members,	
\$ organizational structure and team coordination, and	
\$ availability of back-up personnel, if necessary;	
Results of reference checks.	
3. Approach to scope of required services, management of project and suitability of proposed work plan, including work breakdown, schedule and contribution matrix of all personnel showing anticipated hours of involvement.	40%
Submission quality	
4. Fee proposal and acceptance of terms and conditions	5%
5.	30%
Total	100

Lowest fee from a bona fide submission will be awarded 30 points. If a spread of 100% or more exists between the highest and lowest bona fide proposals, the highest bona fide proposal shall receive a score of 0 points. All other fee proposals shall be rated on a proportional scale between the two extremes. If a spread of less than 100% exists between the highest and lowest bona fide fee submissions, a number of twice the lowest bona fide fee proposal shall be established as the 0 score and all other fee proposals shall be rated on a proportional scale between these two extremes.

The Halifax Regional Municipality intends to award based upon the above listed evaluation criteria.

PROPOSAL COST SUBMISSION FORM

I/We hereby agree to provide to Halifax Regional Municipality all services, labor and materials required to complete the assignment described in the Request for Proposals dated April, 2004 and our proposal dated _____ .

Prime consultant Information

Name of Proponent

Project Contact

Proponent's Head Office Address

Telephone

City

Facsimile

Postal Code

Subconsultant(s) Information

This section must be completed only if the Proponent named above is working with subconsultants. The following information must be provided. If there are more than two subconsultants, please provide the same information separately for additional subconsultants.

Name of Subconsultant #1

Project Contact

Head Office Address

Telephone

City

Facsimile

Postal Code

Name of Subconsultant # 2

Project Contact

Head Office Address

Telephone

City

Facsimile

Postal Code

Terms of Submission

I/We hereby submit our proposal for Consulting Services- East Region Artificial Fields for Halifax Regional Municipality as described in the Request for Proposals dated April, 2004.

I/We understand that the lowest or any proposal will not necessarily be accepted.

I/We have carefully examined all Requests for Proposals documents and have a clear knowledge of the assignment, and that by submitting this Proposal Submission Form, I/We agree to all terms and conditions of the Request for Proposals dated April, 2004.

I/We submit the requested information outlining the team organization and deployment of resources, experience of the firm and references, qualifications of the prime contact, and team qualifications. I/We recognize that the information and references submitted may be investigated and that pertinent information may be obtained, and thereby consent to such investigation.

I/We understand that the fee submitted in this Proposal Submission Form is based upon acceptance of the proposal within 60 days of the closing date established by the Halifax Regional Municipality for the receipt of proposals.

I/We understand that any omission or failure to answer questions included herein may result in my/our being disqualified from further consideration in the Request for Proposals.

Lump Sum Price Proposal

I/We hereby agree to provide to Halifax Regional Municipality all services, labor and materials required to complete the assignment described in the Request for Proposals dated April 2004 and our proposal dated _____, including the cost of all allowable disbursements for the Lump Sum Price of

Dollars

(\$ _____) Canadian, exclusive of all applicable taxes.

I/We understand that the Lump Sum Price stated above is the competitive price to be scored in evaluation of the submissions as described in Appendix A, Evaluation Criteria. The Lump Sum Price is the sum of all of the following prices which account for the scope of work described in Section 4, Scope of Work, in the Request for Proposals:

- a.) Preliminary Design Development
(includes site visits, alternatives, community consultation,
required client meetings) \$ _____
- b) Detailed Design and Tender Documents(except
interpretive signage),CPTED, Project Cost Estimates
community consultation \$ _____
- c) Interpretive signage Design \$ _____
- d) Services during Tender Call \$ _____
- e) Services During Construction(based on weekly
site meetings by Project Engineer/Landscape architect) \$ _____

- Allowable Disbursements (parking charges,
photocopying, courier charges, extra copies
of reports; paid at cost with substantiating back up) \$ _____

- Total \$ _____

Note - as identified in section 5.2 of RFP, the Proponent is asked to provide separately, a detailed cost/task breakdown for each item identified above.

Full time Construction Services

In addition to the above, The Proponent is asked to provide a separate provisional fixed cost estimate for **full time** construction inspection services on a **weekly basis**(excluding materials testing) This cost will be for civil works only(ie. earthworks, site services)Provide the estimate on a weekly basis(40 hours) for a construction inspector, assuming a typical construction day of 8 hours, 5 days a week. Include but identify separately expenses and HST in the weekly estimate.

Full time inspection services
includes 40 hours for inspector)

Cost per week	\$
Expenses	\$
HST(15%)	\$
Total Weekly Cost	\$

Additional Work Fee Information

I/We hereby agree to provide additional consulting services upon receiving instructions in writing from Halifax Regional Municipality for the hourly rates stated below until completion of the assignment. Related and substantiated allowable disbursements will be paid at cost.

I/We agree that we will not charge for a reasonable number of changes to the defined scope of work.

Various Disciplines/Positions Name of Individuals(s)	Hourly Charge Rate
Landscape Architect: _____	\$ _____ per hour
Electrical Engineer: _____	\$ _____ per hour
Structural Engineer: _____	\$ _____ per hour
Civil Engineer: _____	\$ _____ per hour
Quantity Surveyor: _____	\$ _____ per hour
Other: _____	\$ _____ per hour
Other: _____	\$ _____ per hour
Other: _____	\$ _____ per hour

I/We agree, for the Lump Sum Price stated, to supply all labor materials, and services for the execution and completion of the assignment in accordance with the Request for Proposals and our proposal. I/We agree to provide additional consulting services when requested in writing by Halifax Regional Municipality for the duration of the assignment, to be performed by the same firms/individuals proposed and accepted for the assignment at the hourly rates stated above.

I/We have received and allowed for addenda numbered ____ to ____ in preparing our proposal and this Proposal Submission Form.

I/We accept all the terms and conditions of this Request for Proposals, including agreement to enter into an agreement generally in accordance with the Nova Scotia Association of Architects= standard form but requiring me/us to deliver the project within 10% of the budget estimate to be developed and approved by the Halifax Regional Municipality. Should the lowest bona fide tender exceed the budget estimate for the construction by more than 10%, I/We will be responsible for redesign at my/our sole expense without detriment to the Halifax Regional Municipality's requirements or, if I/We so choose, make good the amount by which the bid exceeds \$110% of the estimate.

I/We have the authority to bind the Proponent

NAME OF Proponent

SIGNATURE OF COMPANY OFFICIAL

WITNESS OR SEAL

DATE

