

Runway Electrical Systems Rehabilitation Project



**REQUEST FOR PROPOSAL
ENGINEERING SERVICES
CHARLO REGIONAL AIRPORT AUTHORITY INC.**

The Charlo Regional Airport Authority Runway Electrical Systems Rehabilitation Phase 2 Project has been made possible through a financial assistance contribution from the Government of Canada under the Airports Capital Assistance Program (ACAP)



REQUEST FOR PROPOSAL ENGINEERING SERVICES CHARLO REGIONAL AIRPORT AUTHORITY INC.

Contents

A) INTRODUCTION	2
B) PRE-BID INFORMATION	3
C) OVERALL PROJECT DESCRIPTION	3
D) CONSULTING ENGINEERING SERVICES - FEES	4
E) SCOPE OF WORK	5
F) PROJECT DELIVERABLES	6
G) PROPOSAL REQUIREMENTS	6
H) PROJECT SCHEDULE	7
I) PROPOSAL SELECTION CRITERIA	8
J) SUBMISSION OF PROPOSALS	9
K) SELECTION PROCESS	9
L) CONDITIONS	10
M) PROPOSAL CONTACT INFORMATION	10



REQUEST FOR PROPOSAL ENGINEERING SERVICES CHARLO REGIONAL AIRPORT AUTHORITY INC.

A) INTRODUCTION

The objective of this *Request for Proposal* (RFP) is to receive proposals from qualified Professional Consulting Engineering firms to provide consulting services according to the information and requirements outlined within this document.

Charlo Airport have aged runway electrical systems. Those systems are consisting of lighting control switchgear (CCR), runway high intensity edge lights, high intensity approach lights, taxiway edge lights, apron junction lights, beacon, guidance signs, windsock towers, ODALS lighting system, VASIS lights and 5Kv lighting cables. Due to the equipment's age, sourcing replacement parts is extremely difficult and troublesome. The majority of the existing system was installed in 1976 with some small upgrades in 1998. The majority of this equipment is over 40 years old and obsolete, needing replacement.

The successful bidder will be responsible for the Site Investigation, Design, Cost Estimating, Tendering, Supervision, & Contract Administration of the New Runway Electrical System.

The Consultant must ensure that the replacement equipment meets Transport Canada TP-312, 5th edition, the FAA equipment physical requirements certification and the Canadian Electrical Code, and that it is installed as per manufacturer's recommendations. The replacement equipment must consist of the newest technology currently available.



REQUEST FOR PROPOSAL ENGINEERING SERVICES CHARLO REGIONAL AIRPORT AUTHORITY INC.

B) PRE-BID INFORMATION

BIDDER QUESTIONS:

All questions regarding details of this RFP should be directed electronically to the **Project Contact:** Gilles Savoie, Operations Supervisor, at gsavoie@charloairport.ca

MANDATORY SITE INSPECTION OF PREMISES:

Proponents are encouraged to make arrangements to conduct a site inspection of the existing Charlo Airport runway electrical systems for examination. Please contact gsavoie@charloairport.ca, cell: 506-789-3922.

POSTING OF ADDENDA:

If the Owner, for any reason, determines it is necessary to provide additional information relating to this RFP, such information will be communicated to all bidders by way of an addendum via email, but not within 48 hours of the time of closing.

C) OVERALL PROJECT DESCRIPTION

There are essentially **five main components** of the project that comprise this Request for Proposal. The main components are as follows:

- 1) Confirm the scope of work and budget.
- 2) Design preliminary documents for review.
- 3) Prepare documents consisting of drawings, NMS (National Master Specification) format specifications and front-end sections.
- 4) Supervise, review, and award the tender to a contractor.
- 5) Construction, administration and third-party selection for commissioning of the new systems.



REQUEST FOR PROPOSAL ENGINEERING SERVICES CHARLO REGIONAL AIRPORT AUTHORITY INC.

D) CONSULTING ENGINEERING SERVICES - FEES

Proponent shall provide an overall Fixed Fee dollar amount to provide all Consulting Engineering Services required to execute this project. In addition, the proponent shall also sub-divide the Consultant Fees into the following three categories: Design Phase, Tendering Phase, and Supervision/Contract Administration Phase. Miscellaneous related project costs, such as: CAD plotting, printing, advertising, and mileage, are to be included within the Fees. The fixed fee will not include H.S.T.

Note: Proponent to allow for a minimum of one site visit per week, and a minimum of one site meeting every two weeks, during the Construction Phase. The costs of these site visits required for the Field Review, Site Meetings c/w Minutes, Site Inspections c/w Reports, and Supervision of Construction, shall be included in the Consulting Engineering Services fee.



REQUEST FOR PROPOSAL ENGINEERING SERVICES CHARLO REGIONAL AIRPORT AUTHORITY INC.

E) SCOPE OF WORK

The successful consulting engineering Firm will be responsible for all Professional Consulting Engineering Services required for the design, tendering, and supervision of the entire project.

The general Scope of work shall include, but not necessarily be limited to the following:

1. Site Investigation of existing runway electrical systems. and existing equipment.
2. Preparation of conceptual & schematic Design(s) for approval by CRAA.
3. Preparations of project Class 'C' cost estimate.
4. Production of detailed Construction working drawings and specification documents, to be used for competitive Tendering purposes (based upon CRAA's approval of proposed design).
5. Provide consultation services throughout Design Phase, Tendering Phase, and Field Review/Supervision Phase, as well as during Commissioning and warranty periods.
6. Review of Tenders received, and preparation of Report complete with recommendations.
7. Provide at minimum one site visit (inspection) per week during the Construction Phase, complete with preparation of associated Site Inspection Reports.
8. At minimum, conduct Site Meetings complete with preparation of Minutes, minimum every two weeks throughout the duration of the project, and conduct Bi-weekly Site Meetings during actual Construction.
9. Provide Contract Administration duties throughout the project construction, including Tender Award process, Canadian Construction Documents Committee (CCDC) contract preparation, shop drawing reviews, review of contractor Progress Draws, issuing Change Instructions, review Contractor pricing, preparation of Contract Change Orders, Preparation of Certificates of Payment, review contractor submitted Project Data Booklets, prepare As-Built Drawings, attend the Owner Demo/Training Session of the new Runway Electrical Systems, and close out documentation, Warranties, and all services required for conforming to all applicable Building Codes, Acts, and Regulations.

Prime Consultant must be able to respond to the site within 24 hours, when requested by the Owner, throughout the duration of the project



REQUEST FOR PROPOSAL ENGINEERING SERVICES CHARLO REGIONAL AIRPORT AUTHORITY INC.

F) PROJECT DELIVERABLES

At minimum, the Proponent shall provide the following deliverables:

- 1) Provide Owner in electronic format, a copy of their Initial Site Investigation & Analysis Engineering Study Report.
- 2) Provide the Owner, SSM Construction Association, and all bidders an adequate number of bound Tender Document packages (Drawings & Specifications), for use during Tendering Phase. Also allow for two bound copies for Permit. Assume a minimum of 12 copies.
- 3) Provide Owner in electronic format, a copy (PDF) of the Tender Document package.
- 4) Obtain maintenance and operation information from Contractor and prepare actual As-Built Drawings and submit to Owner, both in hardcopy and electronic (PDF) format, at conclusion of project.

G) PROPOSAL REQUIREMENTS

All proposals shall include:

- A. Name, address, and a brief history of the Prime Consultant Firm, including all Design Team members (Sub-Consultants).
- B. Name, address, and a brief history of each person on the Design Team, and their respective roles.
- C. List any previous experience on Charlo Airport projects recently undertaken by the Prime Consultant.
- D. A brief overview of your firm's history and experience, including five examples of similar sized projects completed by the Firm: including references and project dates, and construction cost values. The reference list shall include company name, contact person, and telephone number, and description of extent of services rendered.
- E. Provide a proposed Schedule of project, including important milestone dates.
- F. Provide an overall Fixed Fee dollar amount, complete with Fees broken down into Design Phase, Tender Phase, and Supervision/Contract Admin. Phase.
- G. Prime Consultant must have a minimum \$5,000,000 Commercial General Liability Insurance per occurrence; and a minimum \$2,000,000 Professional Engineering (E&O) Liability Insurance per claim.
- H. Provide One (1) electronic copy of proposal. Email submission is acceptable.



REQUEST FOR PROPOSAL ENGINEERING SERVICES CHARLO REGIONAL AIRPORT AUTHORITY INC.

H) PROJECT SCHEDULE

Proponents must submit a detailed schedule showing how their Design Teamwork plan shall accommodate the general intentions and timelines of this RFP, with consideration given for the design, tendering & construction.

At a minimum, the schedule should also incorporate the following milestone dates:

June 02, 2021 - RFP Proposal Issued.

June 16, 2021 @ 2:00 pm - RFP Proposal Submission Deadline

June 21, 2021 - Selection of Consulting Engineering Firm

June 21, 2021 - Consultant Firm to begin work on Project.

August 21, 2021 - Consultant documents completed and project Issued for Tender (Estimated).

Consultants have a tentative project schedule ready



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CHARLO REGIONAL AIRPORT AUTHORITY INC.**

I) PROPOSAL SELECTION CRITERIA

It shall be understood that this submission is a proposal, and not a tender, and shall be evaluated as per the following criteria.

<p>30 POINTS</p>	<p><u>Firm History, including previous experience working on CRRA projects, including associated Charlo Airport Electrical Infrastructure projects:</u></p> <p>The proponent is to demonstrate the proven ability to effectively design projects of this similar nature, scope, and complexity; particularly while the Airport is fully operational. Previous experience working on CRAA projects. Familiarity with CRAA’s established design standards, energy efficiency design expectations, and existing Electrical Infrastructure.</p>
<p>10 POINTS</p>	<p><u>Schedule, and ability to meet deadlines:</u></p> <p>The ability & resources of the proponent to complete work within the timelines identified. The proponent has provided a schedule that includes at minimum, the key milestone dates indicated in the RFP, and provides a proposed schedule starting from the award of the RFP, up to the conclusion of the project.</p>
<p>25 POINTS</p>	<p><u>Relevant project experience:</u></p> <p>The proponent provided a list of relevant similar projects, within the last five (5) to ten (10) years. The list includes references, project dates, and construction cost values. The reference list shall include company name, contact person, telephone number, and description of extent of services rendered.</p>



**REQUEST FOR PROPOSAL
ENGINEERING SERVICES
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35 POINTS	<p><u>Total Professional Consulting Engineering Fees:</u></p> <p>Points will be calculated based on the following formula. The lowest cost proposal shall be awarded the full amount of points available (35 points). All higher cost proposals shall be awarded a percentage of the available points using the following formula:</p> $35 \text{ Points} \times \frac{\text{Lowest Bid Price}}{\text{Proponent's Bid Price}} = \text{Awarded Cost Points}$
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J) SUBMISSION OF PROPOSALS

Proposals must be submitted by no later than the date and time listed in *Section (H) Project Schedule*, directly to the Project Contact, as noted in *Section (M) Proposal Contact Information*.

Proposals are to be submitted electronically via email to the Project Contact.

Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals. Any proposal received after the time and date specified will not be opened. It is the responsibility of the respondent to ensure that its proposal is delivered to the proper place, by the proper time.

K) SELECTION PROCESS

An internal committee will review the proposals based on the criteria outlined above.

The CRAA reserves the right to accept or reject any proposal.

The CRAA further reserves the right to make an award based upon the various selection criteria; and the CRAA reserves the right to negotiate the final details of the agreement with the successful bidder.



REQUEST FOR PROPOSAL ENGINEERING SERVICES CHARLO REGIONAL AIRPORT AUTHORITY INC.

L) CONDITIONS

Although the CRAA fully intends to proceed with the awarding of a Professional Consulting Engineering Services Contract at this time, as contemplated herein, the CRAA is under no obligation to do so. There is no guarantee by the CRAA, its officers, employees, or agents, that the process initiated by the issuance of this RFP will continue, or that this RFP process or any RFP process will result in a contract with the CRAA for the provision of Professional Consulting Engineering design services.

CRAA reserves the right to discuss all proposals, to request additional information from the proponents, and to reject all proposals made. Note that any confidential information supplied to CRAA may be disclosed where it is obliged to do so by an order of a court or tribunal, or otherwise required by law.

CRAA will not be liable for any costs incurred by the proposers in the preparation of their response to this proposal.

M) PROPOSAL CONTACT INFORMATION

All inquiries should be directed electronically via email to **Gilles Savoie** Operations Supervisor of CRAA, at:

Charlo Airport Authority Inc.

291 Morris St Unit 101

Charlo, NB

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gsavoie@charloairport.ca