



**Traffic Signal Fixture Replacement
Government Road and 1st Avenue**

**PWP-2022-05
April 11, 2022**



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1.0 Submission

The City of Weyburn (“the City”) is seeking quotations for the installation of new traffic signal and street light infrastructure and replacement of the corresponding underground power supply at the intersection of Government Road and 1st Avenue in Weyburn, Saskatchewan. A site map including an aerial image of the intersection is included in Appendix A.

2.0 Background

The City has purchased a new traffic controller and new traffic signal and street light infrastructure for the Government Road and 1st Avenue intersection. The old traffic controller is mounted on the northeast traffic signal pole and the new controller will be mounted on the ground adjacent to the pole so that it can use the existing metered power source.

SaskPower currently owns the underground power supply from the traffic controller to the street lights which requires replacement due to its current condition. The City of Weyburn plans to replace the underground power supply and install conduit.

Street views of the existing traffic structures to be replaced on Government Road and 1st Avenue NE are included in Appendix B.

3.0 Scope of Services and Requirements

The successful proponent will be fully responsible for supplying the materials and construction services to replace the underground power supply, pole foundations and for the installation of the new (pre-purchased) traffic signal fixtures including the poles, street lights and traffic controller.

3.1 Contractor Responsibilities

Materials:

- The Contractor will conduct a site visit to assess the existing traffic signal structures, the proposed location for the new structures and review the drawings for the new structures and provide recommendations for the requirements for the underground power supply, conduit and structure foundations.
- The Contractor will supply materials for the light fixture (pilings, light posts/bases/arms, luminaries, photo cells) installation and all other associated materials required for installation.
 - The Contractor will supply all materials associated with the replacement and installation of an underground conduit and power supply. Redundancy of the power supply will not be required as part of the scope of work.

- The Contractor will also supply all materials associated with the installation of new foundations/pilings adequate for the traffic signal structures based on the manufacturers specifications (specifications attached in Appendix C).
- All materials shall conform to codes. The Contractor shall furnish materials that conform to local codes and ordinances.
- The Contractor will supply all materials required to return the site to preconstruction condition (i.e. concrete, asphalt, etc.)
- The Contractor shall be responsible for the integrity of materials. Materials provided for installation on the projects shall be new, unaltered as provided by the vendors.
- The Contractor shall be responsible for the storage of materials and equipment which shall not be in any City facilities or in the public Right of Way (ROW).

Installation:

- The Contractor will provide and maintain the necessary detour signs, construction signage, barricades, lights and provisions for public convenience and safety.
- The Contractor will provide notice to the City prior to performing construction to give the City adequate time to notify the public of road closure and detours. The Contractor is to coordinate work details and provide updates to the Project Manager (reporting schedule and work completed).
- The Project Manager will conduct site visits, as required, to evaluate the contractor's work and to gauge the quality, safety and delivery of service.
- All work performed on the project shall comply with all applicable codes and regulations.
- The Contractor will provide the equipment and labour for installation of the underground conduit and power supply, installation of the new traffic signal fixtures and all associated works. This would include all work involved in the installation of all signal devices such as running and connecting all wires, installation of the pre-purchased LED signal lights, street lights and the traffic controller.
 - It is anticipated that installation of underground infrastructure will be conducted in a manner that minimizes disturbance to asphalt and concrete infrastructure.
- The Contractor shall provide labour in the form of certified electricians at the journeyman level, with no exception, for installation of the signal lights, in situ or on the bench.
- The Contractor will complete a Sask1stCall and will complete additional utility locates (including City infrastructure), as required, prior to any ground disturbance activities.
- The Contractor shall salvage and transport all dismantled traffic light fixtures to the City of Weyburn Public Works Shop.
- The Contractor is responsible for restoring the site to preconstruction conditions following the installation of the underground infrastructure and light fixtures.

Commissioning:

- The Contractor shall complete all activities associated with the commissioning of the installed traffic signal fixtures and underground power supply.
- The Contractor is responsible for connecting the underground power supply to the SaskPower metering point.

Communication and documentation:

- The Contractor will participate in a pre-job kick-off meeting with City staff to review the construction requirements and confirm the City's expectations for communication, change order requests and site inspections.
- The Contractor will provide a daily update to the Project Manager regarding project progress by telephone or e-mail.
- The Contractor will provide documentation by e-mail, on a weekly basis, to update the City on project progress, any communications with Stakeholders, expenditures, and any other project supporting material.
- The Contractor will provide data to allow the City to update their asset management database and will provide "as-built" drawings, and associated AutoCAD files, for the installed infrastructure following the completion of the project.
- The Contractor will participate in scheduled meetings with the City of Weyburn, as required.
- The Contractor will provide any software associated with the operation of the traffic lights and will provide all supplier information, manuals and training required to utilize and maintain the software.
- The Engineering Department shall be briefed, supplied with all documents, included in all meetings and reported to on all matters related to the materials used in the underground power supply replacement and maintenance issues, etc.

3.2 City Responsibilities

- The City will determine the locations and fixture height for the new structures based on traffic standards and existing underground facilities.
- The City will supply the traffic signal posts/bases/arms, signal faces, signage, traffic controller and street lights for the traffic light fixtures.
- The City will provide the Contractor with all design drawings of the new structures to be installed.
- The City will provide available record drawings for City owned facilities. The City is not responsible for the accuracy of supplied drawings.

3.3 Warranty

The proponent agrees to execute and complete the scope of work as stated herein, and warranty such work for a period of one (1) year from date of completion.

3.4 Project Schedule

It is anticipated that installation dates of the underground power supply and foundations are approximately May 30, 2022 to September 30, 2022. Date of project completion to be determined on delivery date of the City's pre-purchased fixtures and attachments (estimated delivery of July 11, 2022).

4.0 Performance Measures

The work performed greatly impacts the Weyburn community, and directly influences public safety, health and well-being. The Contractor shall ensure performance of all work conforms to OH&S regulations, industry safety measures, all codes and regulations and all City regulations. The Contractor shall abide by all traffic regulations, requirements and orders, City allowed work hours, City holiday schedule, etc.

5.0 Terms and Conditions

It is very important to review and understand all the terms and conditions, as well as all the policies and programs listed in this section. The City will award contracts only to firms that are able to meet the requirements listed below following contract award:

- a. Business License: The firm selected for this contract shall obtain or provide proof of having a current City of Weyburn Business License.
- b. Insurance Requirements: The Contractor will be required to provide proof of all insurance required for the work prior to execution of the contract.
- c. Workers Compensation: The Contractor will be required to provide a copy of a current clearance or letter of good standing with the Saskatchewan Workers Compensation Board. Payment of Saskatchewan WCB premium is the responsibility of the Contractor.
- d. Contractor Management Checklist: The Contractor will be required to review and sign off on the City's Contractor Management Checklist prior to commencing work. A copy of the checklist is included in Appendix D.

6.0 Third Party Agreement

The Third Party agrees to indemnify and save harmless Canada, Saskatchewan, the Recipient, their officers, servants, employees or agents from and against claims, demands, loss, expenditures, damages,

actions, suits, or other proceedings by whomsoever brought or prosecuted in any manner based upon, or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss of infringement of rights caused by or arising directly or indirectly from:

- This contract;
- The performance of a contract or the breach of any term or condition of it by the Third Party, its officers, servants, employees or agents; or
- Any omission or other willful or negligent act of the Third Party, their respective officers, servants, employees or agents.

The Third Party agrees that nothing in this Contract is to be construed as authorizing the Third Party to contract for or to incur any obligation on behalf of Canada, Saskatchewan or the Recipient or to act as agent for them.

7.0 Conflict of Interest/Confidentiality/City-Contractor Relationship

The Contractor shall avoid all conflicts of interest and respect its relationship with the City by maintaining confidentiality of materials deemed confidential by law. Contractor specifically agrees to the following:

- a. Contractor covenants that it presently has no interest, and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of services required under this RFP. Without limitation, the Contractor represents to and agrees with the City that no conflict of interest is created between providing the City services hereunder and any interest Contractor may have with respect to any other person or entity which has any interest adverse or potentially adverse to the City.
- b. All reports, analysis, maps, diagrams or any documents prepared or assisted in the preparation of or by the Contractor are also considered the work product of the City and shall not be communicated to any person except as specifically authorized in writing signed by the City.

8.0 Response Requirements

Proponents are requested to submit one (1) electronic copy of their proposal. Proponents should also label the subject line with the RFP Title, the Proponent's name, and the RFP# (PWP-2022-05).

Submissions must contain the following information:

1. A statement of project understanding. A detailed proposal describing materials and installation methods to be utilized during the project, as well as, project administrative strategies.
2. Schedules for project delivery.
3. A completed bid form (Appendix E).

4. A list of expertise of key team members that will be communicating with the City on this project and a list of sub-contractors if applicable. Briefly describe the project responsibility of each team member.
5. Description of previous experience on related projects, with references.

9.0 Rejection of Proposal Elements

All responses to the RFP become the property of the City. The RFP does not commit the City to award a contract or to pay any cost incurred in the preparation of the proposal. This project is subject to budget constraints. The City reserves the unqualified right to modify, suspend, or terminate, at its sole discretion, any and all aspects of the RFP and/or RFP process, to reject any or all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel the RFP without liability, obligation, or commitment to any party, firm, or organization. In addition, the City reserves the right to waive any defects as to form or content of the RFP or any responses by any Contractor teams and to request and obtain additional information from any candidate submitting a proposal. Further, a proposal risks being rejected for any of the following reasons:

- a. Proposal received after designated time and date.
- b. Proposal received at other than the designated location.
- c. Proposal not containing the required elements, exhibits, nor organized in the required format.
- d. Proposal contains excess or extraneous material not called for in the RFP.
- e. Proposal considered not fully responsive to this RFP.

10.0 Evaluation Process

Selection of a successful proposal will be based upon the following selection criteria:

- Project understanding, ability to provide the services required and references (20%).
- Qualifications of team members and relevant experience providing similar services (20%).
- Schedule for project delivery (20%).
- Cost (40%).

The City may ask questions of a clarifying nature from bidders, as required. The City reserves the right to award the tender in whole or in part, or to cancel the tender at any point. The lowest or any tender will not necessarily be accepted.

11.0 Selection Process

The completion of this evaluation process will result in the Contractor being ranked according to the evaluation criteria specified. On this basis, the highest-ranked Contractor will be recommended to

Council for project award by the City Manager. Following Council approval, the Contractor will be invited to participate in contract negotiations. The City may require the Contractor to submit technical information or other revisions to the Contractor’s qualifications as may result from negotiations. Negotiations may include requests by the City for improved pricing or performance terms from the Contractor. Should the City and the first ranked Contractor not be able to reach an agreement as to the contract terms within a reasonable timeframe, the City may terminate the negotiations and begin negotiations with the Contractor that is next in line.

Upon successful completion of the negotiations, City Administration will award the contract to the designated Contractor. Upon award, the City will issue a Notice to Proceed (NTP). The selected Contractor will be required to enter into a contract agreement.

12.0 Submission

To receive consideration, response to the RFP must be submitted no later than 1:00 pm, CST, Monday, May 2, 2022. Any Proposal received at the designated location after the required time and date specified for receipt shall not be considered.

Questions regarding the RFP should be directed to:

Renee Cugnet, by phone (306) 848-3231 or email (rcugnet@weyburn.ca)

Questions must be received by phone or e-mail by Monday, April 25, 2022 at 4:30pm, CST.

13.0 Key Dates

Activity	Date
Questions Submission Deadline	4:30 pm on April 25, 2022
Proposal Submission Deadline	1:00 pm on May 2, 2022
Tender Opening	1:30 pm on May 2, 2022
Estimated Contract Award Date	May 9, 2022 Council Meeting

14.0 City Representative

Direct all proposal submissions to the following City Representative:

Donette Richter
 City Clerk
 City of Weyburn



City of Weyburn
Traffic Signal Fixture
Replacement
Government Road and 1st Avenue

157 – 3rd Street NE
Weyburn, SK S4H 0W3
P: (306) 848-3209
Electronic Submissions to rfp@weyburn.ca