

**REQUEST FOR PROPOSAL**  
**TERMS OF REFERENCE FOR**  
**HIGHWAY 43:16, Whitecourt to Jct. Hwy. 751: SERVICE ROAD STUDY**  
**Within Woodlands County**

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**1.0 STUDY AREA**

The study area encompasses the area along Highways 43 between the proposed interchange at the south(east) intersection of 43X at Whitecourt and proposed interchange at Jct. Hwy. 751 within approximately 1.6 kilometres north and south highway right-of-way. The study limit along Highway 43 is just west of Range Road 115 and Jct. Hwy. 751.

**2.0 PROBLEM STATEMENT**

Service road study to review and evaluate the current service roads along Highway 43 and future service road requirements for connectivity to the proposed interchanges. The study will evaluate the existing design standard and recommended possible route alignments listing additional costs that may be required to reduce the distance to the interchanges. The study will evaluate the traffic volume capacity of existing highway intersections and recommend stages when enhancement will have to be made.

**3.0 BACKGROUND**

With the increased development both commercial and residential in the area, access to Highway 43, designated as a freeway, is becoming more challenging. Although the highway corridor is classified as future freeway, an access management strategy to accommodate highway access to the proposed future interchanges is required when the existing at-grade intersections are removed to operate as a freeway.

The current AADT (2007) along this section of Highway 43 is 8630.

Also located along this highway corridor are many mutli-parcel country residential developments. Highway 43 is part of the North-South Trade Corridor and the main link to north western Alberta and into British Columbia.

**4.0 STUDY OBJECTIVES**

The following objectives have been established for this study:

- 4.1 Develop plans showing the recommended service road connectivity required to the future interchanges.
- 4.2 Identify the right-of-way requirements for service road along the highway within the study area.
- 4.3 Identify circulation of traffic to future interchanges after closure of current highway accesses with service roads or alternative service roads to be shown.

- 4.4 Identify the volume of traffic capacity of existing highway intersections to find when upgrades to these intersections would be required with the continued subdivision development activity within the plan area by traffic volume trigger points.

## **5.0 SPECIFIC TASKS**

The following specific tasks have been identified as a requirement for this study. The general tasks required of most planning studies are itemized in the Engineering Consultant Guidelines. The consultant is responsible for identifying any additional tasks that are required to achieve the study objectives.

- 5.1 Obtain air photo and contour mapping for the required area to a contour interval of two metres. An electronic copy of the contour data is to be provided to Alberta Transportation.
- 5.2 Develop 1:5000 scale plans and profiles on digital mosaic/profile base sheets for which the consultant will be required to produce using 3°TM NAD 83 standards. All typical roadway cross-sections must be shown. In areas of constraint or where detail is required 1:2000 double line plans are required also.
- 5.3 Constant communication and visits with impacted landowners.

## **6.0 STUDY MANAGEMENT**

Woodlands County will administer this study. For the day to day management, the contact person will be the project manager, Joan Sloomweg.

The role of the Technical Review Committee is to ensure that the work proceeds in accordance with these Terms of Reference and the Consultant's accepted proposal and to provide overall guidance to the study. Alberta Transportation will be represented on the Technical Review Committee.

There will be a need for benchmark decision meetings during the course of the study to review the progress and provide direction to the consultant. The required benchmark meetings and submission of progress working documents should be outlined in the study proposal.

The consultant is responsible for setting up all meetings and recording/circulating the minutes. Sufficient lead time should be provided in setting up meetings and exact dates for each meeting should be confirmed at least two weeks in advance. Each member of the Technical Review Committee should be provided with a current set of the plans or review materials at least five working days prior to each meeting.

## **7.0 COMPLETION DATE**

The service road study is to be completed by **July 31, 2009** with the draft report ready for **June 1, 2009**.

## **8.0 DELIVERABLES**

Upon acceptance of the draft report, the consultant shall provide to Woodlands County:

One (1) unbound original copy of the final Service Road Study Report

- Two (2) electronic copy of the final Service Road Study Report (in PDF format) with plans and drawings
- One (1) electronic copy of the contour data with control data
- Fifteen (15) bound copies of the final Service Road Study Report
- Five (5) copies of basic right-of-way request (with plans) following standards as outlined in Section 3 and Appendix D of the Engineering Consultant Guidelines).

## **9.0 INFORMATION TO BE SUPPLIED BY WOODLANDS COUNTY**

Woodlands County Intermunicipal Development Plan and Municipal Development Plan will be provided to outline future land uses in the study area.

Woodlands County will be responsible for all advertising and meeting expenses related to the project.

## **10.0 STANDARDS AND GUIDELINES**

Determine standards and guidelines the county wants to use. You may want to reference any or all the manuals listed below.

All work and final documentation should be in accordance with Woodlands County standards/guidelines and in a form acceptable to Woodlands County. Specifically, the Consultant should reference Alberta Transportation's manuals:

- Engineering Consultant Guidelines for Highway and Bridge Projects (June, 2002)
- Highway Geometric Design Guide (1999)
- Drafting Guidelines - CB4 (July, 1995)
- Alberta Transportation Design Bulletins (available on web site)
- Best Practices For Planning and Design of Freeway Facilities (Jan, 2004)

Additional references are listed in the Engineering Consultant Guidelines under each section. The listing of standards/guidelines is not inclusive and may be altered as deemed appropriate by Alberta Infrastructure and Transportation.

## **11.0 ROADSIDE DEVELOPMENT/SUBDIVISION/UTILITY APPLICATIONS**

Should the County receive, during the course of the study, a roadside development application or enquiry, a subdivision application referral, or a utility installation application or enquiry which falls within the study area, these application/enquiries may be referred to the Consultant for a written recommendation.

**The Consultant should, if required and requested by the County, advance the planning along a specific section or area to adequately address a particular roadside development issue.**

## **12.0 PUBLIC COMMUNICATIONS**

Two Public Information meetings shall be held for residents located within the Service Road Study area.

The local MLA should be included in the consultation process.

### 13.0 BILLING PROCEDURE/PROGRESS REPORTS

For the purpose of billing, invoices shall be sent to Woodlands County, Box 60 #1 Woodlands Lane, Whitecourt, AB T7S 1N3, Attention: Accounts Payable.

### 14.0 PROPOSAL EVALUATION CRITERIA

The "Proposal Evaluation Criteria reference Guide" will be the basis for evaluating all proposals.

**The main body of the proposal shall be no longer than 7 PAGES (single side) The consultant shall use a 12-point font with a one-inch border around all pages within the main body of the proposal.** Demerit points shall be used for proposals not complying with either the page limit or the format requested. One demerit point will be assessed for each additional page. The letter of submittal, manpower budget spreadsheet, fee schedule summary, project schedule (GANNT) chart organizational diagram and resumes are not counted as pages. Appendices will not form part of the evaluation. **The proposal should include a sample of functional plan drawings in the appendix.** For evaluation of the proposals, the following weights shall apply:

Project Comprehension	25%
Resource Budget	20%
Project Control	5%
Organization	5%
Project Team	25%
Past Performance	20%
<hr/> Total	100%

Any proposal considered by the selection committee to be unacceptable in any of the evaluation criteria may be rejected by Woodlands County and the Department and will not be considered.

### 15.0 PROPOSAL CONDITIONS

Proposals may be delivered by hand, courier, electronically, or mail. In responding to this RFP, your attention is drawn to the following:

- 15.1 Proposal Cover Letter must be provided, signed by an authorized representative of the Vendor and included in the Proposal.
- 15.2 Proposals received after the closing date and time will be rejected.
- 15.3 The proposals and accompanying documentation submitted by the vendors will become the property of Woodlands County and will not be returned.
- 15.4 Woodlands County reserves the right to accept any proposal in whole or in part, award one or more contracts, and reject any or all proposals.
- 15.5 Woodlands County reserves the right to seek clarification from any Proponent to assist in the evaluation of its Proposal.
- 15.6 A vendor proposal submission does not constitute an agreement between Woodlands County and a vendor for the awarding of a contract, in whole or in part, to the vendor.

- 15.7 Woodlands County acknowledges that submissions may contain information in the nature of trade secrets, or commercial, financial or other potentially sensitive information about a Proponent. Responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. Woodlands County is, however, bound by the Freedom of Information and Protection Privacy Act, and all documents submitted will be subject to provisions of this legislation.
- 15.8 Notwithstanding anything contained herein, Woodlands County, may at any time during the term of the contract, upon giving 30 days' notice to the successful Proponent, terminate the contract if Woodlands County is of the opinion that the services supplied by the successful Proponent are not of a standard satisfactory to Woodlands County or that the successful Proponent no longer has the financial capability to perform its obligations under the contract.
- 15.9 Woodlands County in its sole discretion may terminate the agreement for reasons including but not limited to unethical or criminal activities upon giving 7 days' notice to the successful Proponent.
- 15.10 The successful vendor must conform to the terms and conditions of this RFP and the resulting contractual agreement to be negotiated following selection of the successful vendor. All work produced under the resulting agreement will be the property of Woodlands County and exceptions must be specifically approved by all parties in advance.
- 15.11 The successful vendor's proposal will form the basis of negotiating a definitive and binding agreement. Failure to negotiate an agreement or cancellation of the RFP will not create any responsibility to Woodlands County or Alberta Transportation for cost incurred by the contractor for potential lost income.

## **16.0 CONTACT PERSON/PROPOSAL SUBMISSION AND CLOSING**

For this study the Project Sponsor is: Woodlands County  
Box 60 # 1 Woodlands Lane  
Whitecourt, AB T7 S 1N3  
Attn: Luc Mercier, AMAA  
Chief Administrative Officer

For this study the Project Administrator/Manager will be:

Woodlands County  
Box 60 # 1 Woodlands Lane  
Whitecourt, AB T7S 1N3  
Attn: Joan Sloomweg, Development Officer  
780-778-8400 Ph.  
joan.sloomweg@woodlands.ab.ca

Please send 4 copies of your proposal to the Project Administrator/Manager.

**Proposal closing date & time: 12:00 noon, Monday, March 30th, 2009.**