



Mountain View
C O U N T Y

REQUEST FOR PROPOSAL No. 10-2018 – Crack Sealing

Mountain View County - Didsbury, Alberta

1. Introduction

Mountain View County is seeking proposals for a qualified firm experienced in crack sealing for the purpose of providing qualified contractors to perform maintenance activities involving crack filling on paved roads within its municipal jurisdiction. The successful proponent will review and coordinate all work to be completed.

This Request for Proposal provides specifications and requirements for prospective applicants to complete a proposal including cost for completion. Proposals must be submitted no later than **4:00 p.m. on February 28, 2018**.

2. Site Location

Mountain View County was established January 1, 1961 as a county operating within the Province of Alberta. Agriculture is the backbone of the County's landscape and culture. With over 1,800 farms and ranches located on 3,800 square kms of rich fertile soil and lush grazing land, agriculture is our proud heritage and vital link to the future.

Population: 12,359 (2011 census)

Postal address: PO Bag 100, Didsbury, Alberta, T0M 0W0

The Mountain View County Administrative Office is located at: 1408 - TWP Road 320, Didsbury, Alberta

Email address: www.mountainviewcounty.com

3. Detailed Scope of Services

The scope of services as outlined in this RFP is preliminary. The final scope of services is conditional on negotiating with the selected firm(s) and modified as needed, depending on operational efficiencies and conditions. The anticipated scope of the project includes the following:

All interested contractors are asked to submit proposals to Mountain View County outlining the work entailed and all associated costs. Proposals will be evaluated on the cost per lineal meter in the two areas noted below. All traffic control is the responsibility of the contractor. The two areas may be bid on separately. All cost details are to be submitted based on the use of a cold oil product. Total approximate meters are 90,000.

AREA I:

- A. 1408 Township Road 320 (County Administration laneway and parking lot)
- B. Range Road 20 between Highway 580 and Township Road 302
- C. Range Road 20 between Township Road 305A and Township Road 311
- D. Range Road 10A between Highway 27 and Township Road 331
- E. Township Road 322 between Highway 2A and Range Road 20
- F. Township Road 324 between Range Road 20 and Range Road 15
- G. Range Road 23 between Highway 27 and Township Road 342

AREA II:

- H. Township Road 292 between Range Road 284 and Highway 791
- I. Township Road 292 between Highway 22 and Range Road 30
- J. Township Road 304 between Highway 22 and Range Road 60
- K. Range Road 42 between Highway 582 and Township Road 315
- L. Subdivision Road 29339A Highway 2A

4. Reporting

- a) The Contractor shall meet with the County's Crack Sealing Review Team to discuss the scope of services. The Contractor will provide the following:
 - (i) Conduct meetings as deemed necessary to discuss progress and unique issues that may have surfaced;
 - (ii) Provide a weekly status report against each contact performance measure to the Review Team that will include total length completed and estimated completion date.

5. Freedom of Information and Protection of Privacy Act (FOIPP)

- a) Compliance with FOIPP:
 - (i) The Contractor will enter into an agreement regarding the access to Mountain View County records in compliance with FOIPP if required.

6. Schedule and Resources

- a) The Contractor shall complete all work under this request for proposal by **July 15, 2018**.
- b) The Contractor will list in their proposal all the resources necessary, at their cost, to complete the project by the date(s) specified in 6(a). This listing will include the names and credentials of all personnel.

7. Submittal Requirements

- a) All interested and qualified Contractors are invited to submit a proposal for consideration. Submission of a proposal indicates that the Contractor has read and understands this entire Request for Proposal (RFP), including all attachments and all concerns regarding this RFP.
- b) Proposals must be submitted in the format described. Proposals are to be prepared in such a way as to provide a straightforward concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials are not necessary. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content. Proposals must be complete in all aspects. A proposal may not be considered if it is conditional or incomplete. All proposals and materials submitted will become property of Mountain View County.
- c) Hand carried proposals may be delivered to Mountain View County Administrative Office located at 1408 - TWP Road 320, Didsbury, Alberta, Monday through Friday excluding holidays observed by Mountain View County. Contractors are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer wrapper or envelope used by such service.
- d) Proposal Presentation
 - (i) All proposals must be submitted on 8 ½" x 11" paper, neatly typed, with no less than ½" top, bottom, left, and right margins and single spaced. Typeface must be no more than 12 characters per inch. Each page, including exhibits and attachments, must be clearly and consecutively numbered at the bottom of each page.
 - (ii) One (1) original and two (2) copies, total of three (3), of the complete proposal must be received by the deadline. The original and all the copies must be in a sealed envelope or container stating on the outside: Contractors Name, Address, Telephone Number, Proposal Due Date, and the text "**RFP NO. 10-2018 Request for Crack Sealing**"
- e) Proposal Content
 - (i) Cover Page. Submit RFP coversheet on letterhead stationery, signed by a duly authorized officer, employee, or agent of the organization/firm submitting the proposals that must include the following information:
 - 1. A statement that the proposal is submitted in response to the Request for Proposal for Crack Sealing.

2. A statement indicating which individuals, by name, title, address and phone number, are authorized to enter into a contract, and negotiate the terms thereof, with Mountain View County on behalf of the organization/firm.
 3. A statement certifying that the undersigned, under penalty of perjury, is an agent authorized to submit proposals on behalf of the organization/firm.
- (ii) State whether the firm can provide all of the services listed in the Scope of Services. As best as possible describe the approach and experience that the firm will use to carry out the Scope of Services.
- (iii) Statement of Qualification. Include the following in this section of the proposal:
1. General description of your firm, including size and length of time in business.
 2. A summary of your firm's background and specific proven experience on similar projects.
 3. Location of offices providing services to Mountain View County.
 4. List of municipal projects completed that make your firm competitive for the scope of work in this RFP. Show a general description of projects, the organization for which they were undertaken, and dates completed.
 5. Types of projects in which your firm has expertise; demonstrating expertise in governance and process efficiency review.
 6. Any qualifications not previously described that make your firm unique.
- (iv) Provide not less than three (3) reference contacts from other clients, three (3) of which should be a public agency with whom you now work with or have worked within the last three (3) years and have established a contract on a project of a similar nature. Provide the agency/client name, contact name, address, phone number, project name and dates of service provided.
- (v) Indicate that you have no outstanding or pending complaints as determined by the Better Business Bureau.
- (vi) Statement of Good Faith. Include the following in this section of the proposal:
1. A statement that the offer made in this proposal is firm and binding for one hundred twenty (120) days from the date the proposal is opened and recorded.
 2. A statement that all aspects of this proposal, including cost, have been determined independently, without consultation with any other prospective Contractor or competitor for the purpose of restricting the competition.
 3. A statement that all declarations in the proposal and attachments are true and that this shall constitute a warranty, the falsity of which shall entitle Mountain View County to pursue any remedy by law.
 4. A statement that the Contractor agrees that all aspects of the RFP and the proposal submitted shall be binding if the proposal is selected and a contract awarded.
 5. A statement that the Contractor, if selected, will comply with all applicable contract requirements, rules, laws and regulations.
 6. A statement that the Contractor agrees to respond to any reasonable inquiry made by Mountain View County for the purpose of clarifying any of the information contained in a Contractor's proposal. The submission of a proposal constitutes permission by the Contractor for Mountain View County to verify all information contained therein. If Mountain View County deems it necessary, additional information may be requested from the Contractor. Failure to comply with any such request may disqualify a Contractor from further consideration. Such additional information may include evidence of financial ability to perform.
 7. A statement that the Contractor does not have any commitment or potential commitments which may impact the Contractor's assets, lines of credit, guarantor letters or ability to perform the contract.
 8. A statement that the firm presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the service contemplated by the agreement with Mountain View County. No person having such interest shall be employed or associated with the Contractor during the term of this agreement.

- (vii) Safety
The Contractor and all associates shall comply with all safety policies and rules of Mountain View County.
- (viii) Statement of Schedule and Costs
The proposal will state a fixed price for the project, including all expenses and costs of the Contractor's work under the RFP.
- (ix) A fee schedule and setup fee limit for each of the Phases detailed in the Terms of Reference. Estimates must include all disbursements, expenses, sub Contractor fees and a table of charge rates for employees. The cost of each phase shall not be exceeded without the prior express written approval of the County.

8. Proposal Submission Deadline

- a) All proposals must be received at the address above no later than **4:00pm, February 28, 2018**. Facsimile transmitted proposals will not be accepted. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be considered. No exceptions will be made.
- b) Questions regarding the content of this RFP must be submitted in writing via email on or before noon **12:00 (MDT) on February 16, 2018** and directed to the individual(s) listed below. Any clarification or interpretation of the proposal will be made by addendum. Mountain View County is not responsible for any explanation, clarification, interpretation or approval made or given in any manner except by addenda.
- c) All correspondence and the proposal are to be submitted to:

James Crozier
Project Coordinator – Operational Services
Mountain View County
c/o Alison Howard – Administrative Support
1408 – TWP 320
Didsbury, Alberta T0M 0W0

Phone: (403) 335-3311 ext. 213
Fax: (403) 335-9207
E-mail: jcrozier@mvcountry.com
- d) Once this RFP has been issued, Contractors are specifically directed not to contact members of Mountain View County Council, employees or Contractors for meetings, conferences or technical discussions related to this RFP. All answers to questions and queries made in regards to this RFP will be made by issue of addenda or amendments to all interested parties. Failure to adhere to this policy may result in disqualification of your proposal. All facts and opinions stated within this RFP and all supporting documents and data based upon information available from a variety of sources. No representation or warranty is made with respect thereto.

9. Selection Process and Schedule

- a) All proposals will be subject to a standard review process by Mountain View County. A primary consideration shall be the effectiveness of the Contractor to deliver the services as described in this RFP. Evaluation of the "finalists" proposals may include results of references, and interviews. The Project Coordinator for Operational Services will make the final decision(s) as which proposal(s) will be considered for approval.

- b) Initial Review. All proposals will be initially evaluated to determine if they meet all of the requirements as stated in this RFP. Failure to meet all of these requirements may result in a proposal being rejected as non-responsive. No proposal shall be rejected, however, if it contains a minor irregularity, defect or variation of the irregularity, defect or variation is considered by Mountain View County to be immaterial or inconsequential. In such cases the Contractor will be notified of the deficiency in the proposal and given the opportunity to correct the irregularity, defect or variation, or Mountain View County may elect to waive the deficiency and accept the proposal.
- c) Technical Review. Proposals meeting the above requirements will be scored on the basis of the following criteria:
 - (i) **100 Percent: Cost and Fees.** Proposal costs, including time and materials, fee structures and payment schedules are complete and clear. Proposals will be evaluated based on comparisons to other Contractors and to current market costs for comparable services as determined by Mountain View County.
- d) Interview. The most competitive Contractor may be invited to an interview, which could include a presentation by the Contractor and questions by the County representative.
- e) Final Selection. Final Selection will be based on determining which proposals will best meet the needs of Mountain View County as described in this RFP.

10. Contract Award

- (a) Mountain View County may require the potential Contractor(s) selected to participate in negotiations, and to submit price, technical, or other revisions of their proposal as may result from negotiations. Mountain View County reserves the right to make one total award, one award for each subject area, or combination of awards, whichever is in the best interest of Mountain View County. It is Mountain View County’s sole discretion to extend an agreement with the Contractor to include additional services or to ascertain additional services through a separate RFP.

(b) **Proposal Timelines Summary**

Release RFP	January 9, 2018
Deadline for Submission of Questions	February 16, 2018, 12:00 noon
Addendum to be Posted	February 21, 2018, 4:00 p.m.
Deadline for Proposal Submissions	February 28, 2018, 4:00 p.m.
Tentative Date for Awarding Contract	March 7, 2018

(c) **Project Schedule**

Project Kick-Off	March 7, 2018
Project Completion	July 15, 2018

11. Other Information

- (a) Acceptance or Rejection of Proposals. This RFP does not commit Mountain View County to award a contract. Mountain View County reserves the right, in its sole discretion, to accept or reject any proposals; to waive minor informalities of proposals; or to cancel, revise or extend solicitation. Proposals shall remain open, valid and subject to acceptance anytime within one hundred twenty (120) days after the proposal opening and up to the end of the agreement period. Mountain View County realizes that conditions other than a price are important and will award contract(s) based on the proposal that best meets the needs of Mountain View County.
- (b) Modifications to the RFP. Mountain View County reserves the right to issue addenda or amendments, or change the timelines to this RFP.
- (c) Incurred Costs. This RFP does not commit the County to any costs incurred in the preparation of a proposal in response to this request and Contractor(s) agree that all costs incurred in developing their proposals are the Contractor’s responsibility.

- (d) Final Authority. The final authority to award a contract(s) rests solely with Mountain View County's representative.
- (e) Disputes Relating to Proposal Process and Award. In the event a dispute arises concerning the proposal process prior to the award of the contract, the party wishing resolution of the disputes shall request in writing to the Chief Administrative Officer for Mountain View County, within ten (10) days of notification of non-selection. Grounds for an appeal are that Mountain View County failed to follow the selection procedures and adhere to requirements specified in the RFP or any addenda or amendments; there has been a violation of Provincial or Federal Law. Appeals will not be accepted on any other grounds. Mountain View County will consider only those specific issues addressed in the written appeal. The Chief Administrative Officer for Mountain View County or designee shall consider the request and respond in writing within ten (10) days of receipt. The decision of the Chief Administrative Officer for Mountain View County shall be final with respect to matter of fact. All disputes must be submitted to:

Chief Administrative Officer
Jeff Holmes
Mountain View County
Postal Bag 100 Didsbury, Alberta
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