



REQUEST FOR QUOTES
City of North Battleford
2022 Operations Asphalt Milling and Repaving Project

1. INTRODUCTION

The City of North Battleford, Saskatchewan, is seeking quotes from professional asphalt installation firms that are interested to undertake a partial milling and reconstruction of paved alley within the City.

2. BACKGROUND AND SETTING

North Battleford is located on the North Saskatchewan River in west central Saskatchewan. The City is the main regional service centre between Lloydminster to the northwest and Saskatoon to the southeast. The City serves a rich and diverse agricultural area and the oil and gas, forestry, mining, recreation, and manufacturing industries contribute to its relatively diverse economic base. The City has a population of 14,000 that is served by 140 kilometres of paved roads.

To assist commercial business in the downtown area along 99th Street and 100th Street, the City had paved the back alleys to allow easier access for product to be loaded into the businesses that have supply doors to the back alley. Over the years, these alleys have been patched and repaired numerous times, which has resulted in some drainage issues. In 2021, the City Administration began a multi-year program to mill out the old asphalt in the driving lanes, and to shape and repave the alley surfaces.

The City of North Battleford has budgeted \$150,000 including PST, to do as much or the alley way as possible from 11th Avenue north, between 99th Street and 100th Street. The work is to be completed by September 15, 2022.

All quotes by the bidders will include contractors will include Provincial Sales Tax (PST), but will exclude Federal Sales Tax (GST).

3. SCOPE OF THE PROJECT

The intent of this request is to select a qualify contractor who has the experience and knowledge to conduct cold milling and reconstruction of City streets and back alleys at the most economical cost to the City. The qualified Contractor will supply all labour, material, supplies, equipment tools and supervision to safely mill and repave sections of the alleys. The qualified Contractor shall supply all labour, materials, supplies, equipment, tools, and supervision to safely fill the cracks in the hot asphalt surfaces.



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Alley:

With regards to the back alley, the work will include the cold milling and removing the asphalt surface to a minimum 3 inches (75 mm) and approximately 4.5 metres (14 feet wide) down the centre of the alley way. The project will complete as much of the alley work as possible with the budget available. The milling and repaving of the alley ways will start on the alley between 99th Street and 100th Street heading North from 11th Avenue, and head North.

A new hot mix bituminous asphalt surface shall be in placed and rolled where the milled material has been taken out.

The new surface shall be shaped in such a way to cause surface water to flow to the middle of the ally and run to the street at the end of the alley, or if available, a local stormwater catch basin (if one is located in the alley). The new asphalt surface will not allow drain onto property next to the alley.

The City will consider alternative methods for the removal and disposal of the asphalt surface. If the bidder so chooses to use another method, the Bidder must explain what they plan to do and identify the cost to the City on a separate attached sheet to the bid form. The City is not obligated to select the alternative method, regardless of the cost.

In cases where “frost boils” have appeared in the alley surface, the frost boil material will be dug out and replaced with crushed concrete. The waste material will be taken to the City’s Waste Management Facility to be used as possible cover material for the landfill pit.

Crushed concrete will be supplied by the City at no cost to the Contractor and can be obtained from the Waste Management Facility. However, the transportation, installation and compaction of the crushed concrete material will be part of this contract. **Other material required to complete the repaving of the alley(s) will be supplied by the winning contractor and included in their bid.**

General:

The milled material shall be transported to the City’s Waste Management Facility for disposal. The transportation of the material will be included in the project cost.

Prior to laying the new asphalt mixture down, the surface will be cleaned of loose and foreign material and a prime coat or tack coat will be applied to the surface.



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The Contractor shall create a neat square edge to ensure a good seam where the old and new pavement meets. The cost of the cutting shall be included in the unit cost. Where the new asphalt surfaces abut to the existing surfaces, the height of the new finished asphalt surface will match the height of existing surfaces.

The new asphalt surfaces will not allow water to pool on the roadway.

Material shall be installed at a temperature between of 130°C to 150°C and will be laid in dry conditions, and only when the ambient air temperature is 2°C and rising. The hot asphalt mix will not be placed when pools of standing water exist on the surface to be paved, or during rain, or when the surface to be paved is damped. When the temperature of the surface is below 10°C, but above 2°C, the Contractor will use an extra roller as necessary to obtain the required compaction before cooling. Before compaction, the surface levels will be checked and inequalities in depth adjusted. Flat spots or sandy accumulations will be replaced. Irregularities in alignment or grade along the outside edge shall be corrected. The maximum thickness of any lift shall not exceed 2 inches (50 mm) of compacted thickness. If longitudinal joints are required during the placed of the asphalt, the longitudinal joints between the two layers shall be staggered by a minimum of (6 inches) 150 mm. The Contractor will only allow bituminous mix to be placed during daylight hours, between ½ hour after sunrise to ½ hour before sunset.

The compaction pressure of the new asphalt surface shall be approximately 3.6 Kilograms per millimetre of tread. At all curbs, sidewalks, manholes, catch basins, hand tampers shall be used to produce the same density as provided by a roller. Finished surfaces shall have a tightly knit texture free of visible signs of poor workmanship such as but not limited to; segregation, areas exhibiting excess or insufficient asphalt, improper matching of longitude and transverse joints, roller marks, cracking or tearing.

If the surface texture or the surface height is not met (water pools, etc.), it will be repaired by the Contractor at their expense.

The work is to be completed by September 15, 2022.

4. DELIVERABLES

If required, the City will supply crushed concrete sub-base/base material that is located at the Waste Management Facility (WMF). The cost to transport the material will be the responsibility of the Contractor selected for the project. This material used will be purchased by the contractor and will be considered part of the project cost.



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5. BUDGET

The budget allocated for the project is \$150,000.00 PST taxes included. The total project cannot exceed the \$150,000.00 budgeted amount, without written approval from the City of North Battleford's Director of City Operations. **The City has the right to cancel the project and use those funds to pay for other priority project(s).**

If work exceeds the budgeted amount without written approval, the City will not consider reimbursement.

6. LINE LOCATES

The selected contractor will be responsible for contacting all crown and underground utilities including the City Waterworks and Building and Maintenance Departments, to ensure that utilities are not struck, damaged or destroyed.

7. TRAFFIC ACCOMMODATIONS

The selected contractor will be responsible for all traffic accommodations in and around the construction sites, including traffic signs, required flag persons (if necessary), and barricades, etc.

The Contractor will make application for a City temporary street use permit from City Hall, at least one (1) week prior to commencement of work starts. The City will pay for the permit cost. The City will notify affected business of the proposed construction schedule.

8. DAMAGES

The Selected Contractor must not cause damage to adjacent landscaping, retaining walls, sidewalks, curbs, sprinkler heads, or other infrastructure. Any damage to the above must be reported to the Project Coordinator immediately and the damages must be repaired to a standard acceptable to the City, at the contractor's expense within 48 hours of the time the damage occurred.

The City will not be held responsible, nor will they compensate any party for damage or destroyed services or private property.

9. SERVICES TO BE SUPPLIED BY THE CITY

The City has assigned Public Works Supervisor Joe Gagne, as the Project Coordinator. The Project Coordinator will serve as a liaison between the Contractor and City Hall. The Project Coordinator will inspect the completed work and will recommend payment after final approval has been given.



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10. TIMELINES

This project is to be completed by September 15, 2021. However, deadline extensions are subject to written approval from the City of North Battleford.

All bidders shall provide estimated timeframe for initiation and completion of the work based upon the consultant's assessment of the project and the work that they can do.

11. FEE SCHEDULE

The proponent shall fill-out the "Unit Cost Sheet" (Appendix A) that has been included in this RFQ. The quote will include all costs for material, labour and equipment for the partial milling and reconstruction of the alley way, F.O.B. North Battleford.

If additional Sub-Contractor firms are considered necessary for successful completion of the project, the cost for retaining those firms as well as proposed personnel and fees must be provided in the original agreement and will be subject to approval by the Director of City Operations.

Prices quoted are to be net prices and are to remain firm during the effective dates of this RFQ. All pricing provided to be quoted in Canadian Funds inclusive of all applicable taxes, duties and fees at the time of closing, where applicable and shall be F.O.B. the construction site in the City of North Battleford.

The included fees will be quoted as an up-set limit. Any additional expenses above the quoted prices need to be approved in writing by the Director of City Operations.

The bids shall be open and irrevocable for sixty (60) days from the RFQ closing date and time.

Any proposed bids are not necessarily accepted.

The City reserves the right to give preference to that Contractor whose bid includes any material, specifications, or methods of execution that are deemed by the City of North Battleford to be superior to those of any other Contractor.

The City reserves the rights to accept or reject any or all quotes received pursuant to this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFQ if it is in the best interest of the City to do so. The City may not necessarily award the lowest bidder the project.



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The City may require the selected Contractor to participate in negotiations and to submit any costs breakdowns, or other revisions of their proposal, as a result of any such negotiations.

The rights of the parties shall be governed by and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.

City determination of the successful Contractor shall be final.

The City will notify the successful bidder in writing that their RFQ has been awarded to them.

12. RESPONSIBILITIES

All bidders are to provide a timeline outlining proposed completion of specific deliverables identified in their proposed scope of work. Invoicing, aligned with completion of specified deliverables, will be paid by the City within 30 days of receipt of the related invoice.

The selected contractor will also sign and submit the City's Service Agreement with their proposal, included in Appendix B.

13. QUALIFICATIONS AND PRIOR EXPERIENCE

Those wishing to submit a proposal, should provide information on the qualifications of the principal contractor, and site supervisor for the project and relevant projects that he/she has worked on in the past. The proposal should also include the name, contact person, address, and phone numbers of the party submitting the proposal, as well as a description of the service cost per metre (including all additional material and labour) to complete the work. Prospective subtrade if used are expected to have prior experience in delivery of similar work.

14. SUBMISSION DETAILS

All interested bidders for the 2022 Operations Asphalt Milling and Repaving RFQ should register with Ms. Stacey Hadley by email. Any questions received, and the associated responses will be sent to those registered via email. Any question must be asked a minimum of three (3) days before the closing of the RFQ.

Contractors bidding on the 2022 Operations Asphalt Milling and Repaving RFQ, must submit three (3) copies of their proposal in a sealed envelope/package, clearly marked "2022 Operations Asphalt Milling and Repaving", and must be received no later than 3:30 pm (CST), Thursday, July 7, 2021.



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Three (3) bound copies of the proposal are to be submitted to:

2022 Operations Asphalt Milling and Repaving
c/o City of North Battleford
Box 460
North Battleford, SK S9A 2Y6

Attention: Ms. Stacey Hadley, City Clerk.

Direct delivery address is:

City of North Battleford
1291 – 101st Street
North Battleford, SK

Attention: Ms. Stacey Hadley, City Clerk.

Late receipt of quotes packages will be returned unopened.

E-mail bids will also be accepted and must be addressed to Ms. Stacey Hadley:

E-mail: CityClerk@cityofnb.ca

Subject: 2022 Operations Asphalt Milling and Repaving.

If the Bidder chooses e-mail to send their proposal, three (3) copies of their proposal in a sealed envelope/package, marked clearly “2022 Operations Asphalt Milling and Repaving” must be submitted within one (1) week of the RFQ closing, to the City Clerk, Ms. Stacey Hadley.

A Proponent may withdraw their proposal at any time prior to submission deadline by notifying the City Clerk, Ms. Stacey Hadley in writing.

15. PROPOSAL REVIEW AND ACCEPTANCE

a) PROPOSAL ACCEPTANCE PERIOD

All quotes shall be kept open for acceptance by the City of North Battleford City Operations Department for sixty (60) days after the date of submission unless subsequently revised by addendum.



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b) PROPOSAL SELECTION

To evaluate quotes, points will be awarded in accordance with the evaluation criteria outlined in Appendix C. Officials from the City of North Battleford's City Operations Department will review all submitted material and rank the Contractor's proposal for the work identified in the Terms of Reference.

The intent of the evaluation process is to fairly evaluate the Contractor's understanding of the project, their team experience, historical performance, equipment to be used, current workloads and proposed fees.

Once the preferred Contractor has been identified, the City of North Battleford may enter into discussions with that proponent to clarify any outstanding issues and to identify and finalize those portions of the proposal, including negotiation of any changes that will form part of the final agreement.

c) COST OF PREPARATION/PROPRIETARY OR INTELLECTUAL PROPERTY RIGHTS

All costs incurred by a Contractor in the preparation of this Proposal submission, or in providing additional information necessary for the evaluation of its submission, will be borne by the Contractor.

d) INTENTION OF THE CITY

It is the intention of the City to obtain a proposal most suitable to its interests and what it wishes to accomplish. Therefore, notwithstanding any other terms or conditions of this RFQ, the City has a right to:

- Waive any irregularity, insufficiency, or non-compliance in any proposal submitted
- Accept or reject all or part of any proposal
- Negotiate with a proponent to modify its proposal to best suit the needs of the City
- Accept the proposal that it determines to be most favourable to the interests of the City

e) STATEMENT OF DECISIONS AND LIMITATIONS

These Terms of Reference are not an offer by the City to enter into a contract/agreement with a responding Contractor. Only the execution of a written contract will obligate the City in accordance with the terms and conditions in such contract. These Terms of Reference represent the City's request to receive quotes from qualified Contractors.



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This Terms of Reference does not commit the City to award a contract, to pay any costs incurred by the Contractor in the preparation of a proposal in response to this request, or to procure or contract services or supplies. The City reserves the rights to accept or reject any or all quotes received pursuant to this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFQ if it is in the best interest of the City to do so. The City may require the selected Contractor to participate in negotiations and to submit any costs breakdowns, or other revisions of their proposal, as a result of any such negotiations.

f) STATEMENT OF CONFIDENTIALITY

In order to protect the confidentiality of City sanctioned projects, all information obtained by the Contractor shall not be disclosed to anyone except personnel authorized by the City. As well, all public communications and/or media inquiries regarding the subject property will be made through the appropriate City Department. Under no circumstance should the Contractor disclose or discuss any information pertaining to the work to any member of the public or media without prior written approval. Breach of confidentiality may result in termination of the Contractor's contract and legal action taken.

g) CONTRACTOR INSURANCE

The Contractor will have a minimum five million dollars (\$5,000,000) liability insurance policy when working on this project.

The bidder will provide a certificate of insurance from their insurance provider stating the bidder has the above insurance policies and amounts.

h) CONTRACTOR SAFETY POLICY AND COVID-19 PROCEDURES

The Contractor will supply a copy of their safety procedures manual and COVID-19 safety procedure to the Project Coordinator within 10 days of being awarded the Contract. The Project Coordinator will review the procedures and if necessary, contact the Contractor to make necessary changes to procedures to meet City standards.

The Contractor, their employees and sub-Contractors who will be employed on this project will arrange a time to meet with the Project Coordinator before work commences for a presentation and discussions about the City's Health and Safety Procedures.

The Contractor will ensure that they, their staff, and their sub-contractors will adhere to the City's safety policy and procedures.



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i) CONTRACTOR SERVICES AGREEMENT

The Contractor who receives authorization to proceed with this project will be required to enter into a formal agreement with the City of North Battleford.

The agreement will include but not be limited to:

- The Request For Quotes, (RFQ)
- The Contractor's proposal bid to the RFQ.
- The Contractor's proposed equipment to be used.
- A completed Service Provider Agreement (Appendix B)

j) CONTRACTOR BUSINESS LICENSE

The selected Contractor will ensure that they have a valid and current City of North Battleford's business license during the duration of the contract.

k) CONTRACTOR PST LICENSE

The selected Contractor will provide the City with their PST license number.

l) CONTRACTOR GST LICENSE

The selected Contractor will provide the City with their GST license number.

m) CONTRACTOR EQUIPMENT

The Contractor will state on a separate sheet:

- Identify the equipment to be used for 2022 Operations Asphalt Milling and Repaving.
- Identify the equipment to be used for traffic control while milling and reconstruction to the alley way is in progress.

16. CONDITION OF PAYMENT

The City of North Battleford has standard procedures for the handling of accounts and all payments will be subject to the approval of the Director of City Operations.

The City of North Battleford will make one payment per month to the prime Contractor for fees and services actually rendered to the date of the invoice. The total amount will be limited to the Contractor's invoice. The City has the right to ask for more information regarding any invoices submitted to the City for this Project.



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Any submitted invoices that cause the total accumulated amount paid to exceed the project budget and has not been approved prior by the City Operations, will not be paid. In such cases, where costs will exceed the approved budget, the Contractor and City officials will meet to discuss why the project budget needs to be increased. Additional expenditures affecting the Project and not included as part of the original Contractor's service agreement (change of scope) will be considered but will require prior approval by the Director of City Operations before the invoice for services are to be processed.

The Contractor's fee will include a letter from Workers Compensation Board (WCB) stating the Contractor is in good standing and a clearance form from the Saskatchewan Ministry of Finance stating the Contractor is in good standing with their Provincial Sales Tax. Failure to provide documentation from the WCB or Saskatchewan Ministry of Finance may result in the City holding back payment until the documentation has been provided.

All invoices will be submitted by email directly to:

To: sschafer@cityofnb.ca
Subject: City of North Battleford – 2022 Operations Asphalt Milling and Repaving.

Expenses incurred for non-consumable items will be considered, however the items will then become the property of the City of North Battleford and will be turned over to the Project Coordinator.

17. SAFETY

The Bidder will read, sign, and adhere to the City's Service Provider Agreement during the entire project. A copy of the City's Service Provider agreement is shown on Appendix "B". A sign copy of the City's Service Provider Agreement will be included in the consultant's proposal.

The winning contractor, their employees and sub-trades who will be employed on this project will arrange a time to meet with the City's Safety personnel before work commences for a presentation and discussions about the City's Health and Safety Procedures.

The winning contractor will ensure that they, their staff and their sub-trades will adhere to the City's safety policy and procedures.

18. CLEAN UP

The Contractor shall maintain their work site in a tidy a condition and free from the accumulation of waste products and debris as possible.



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The Contractor shall remove products, tools, machinery, and equipment not required for the performance of the remaining work. Prior to completion of the work, the Contractor shall remove products, tools, machinery and equipment, and waste products and debris. The City's Project Coordinator will make a final inspection and approve the cleanliness before the final payment is made.

19. LEGISLATION

The Contractor and their subcontractors will adhere to all relevant Municipal, Provincial, and Federal legislation during the term of this Agreement.

20. LITIGATION

The City will not consider any quotes from bidders or the bidder's sub-contractors that are in litigation with the City.

21. COVID-19 PANDEMIC

In order to protect staff and facilities that have been deemed as priority services during the National COVID-19 Pandemic event, the following Civic Facilities will be inaccessible to the general public; water and wastewater treatment plants, reservoirs, the water tower, pumping stations and sewage lift stations. As such, actual physical inspections and work to be conducted at these sites must be done with extreme care. Until Health Canada and Saskatchewan Health Departments have declared the COVID-19 Pandemic event over, all Consultants and Contractors must take special precautions while working at these facilities and have minimum interaction with the staff

In addition, any Consultant or Contractor working with City of North Battleford's employees while the National COVID-19 Pandemic event is on going, must maintain a minimum of 2-metre distance from all City employees.



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Appendix A
Unit Cost Sheet
To be included with proposal

Item No.	Description of Work	Cost	Length of Road to be completed at 4.5 metres wide (14 feet)	Total Estimated Cost
1	Milling of Alley Surface	\$ /sq. m.		\$
2	Paving of Milled Alley Surface	\$ /sq. m.		\$

All prices to include provincial taxes.



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Appendix B
Service Provider Agreement



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Appendix C
Proposal Evaluation Criteria

1. PROPOSED SCHEDULE FOR TASK (20 POINTS)

- Provision of projected time for project.
- Proposed schedule for tasks.

2. PROFESSIONAL'S EXPERIENCE (20 POINTS)

- Technical experience associated projects of this nature.

3. STAFF AND PROJECT QUALIFICATIONS (20 POINTS)

- Qualifications of project staff, key personnel's level of involvement in performing related work.
- Adequacy of labour commitment.
- Years that they have worked in their field.
- Concurrence in the restriction on changes in key personnel.

4. PAST PERFORMANCE (20 POINTS)

- Provision of past experience with the City. If proposed bidder has not conducted work with the City of North Battleford, the bidder will include on a separate sheet, external references for related projects. Information should include, the project name, owner, contact person and contact telephone number.

5. FEES (20 POINTS)

- Appendix A, Unit Costs of project.