



File No. 1790-20

January 3, 2019

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE  
PHILLIPS ROAD CROSSING OPPORTUNITY AND PEDESTRIAN SAFETY IMPROVEMENTS  
INVITATION TO QUOTE FOR TRANSPORTATION CONSULTING SERVICES**

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### **Quotation General Terms and Instructions:**

The District of Sooke (the "District") is requesting a quote (the "Quotation") for consulting services for this Phillips Road project. The full scope of work is described in the Project Specifications (**Appendix 1**). The Quotation is to be submitted using a 2-sided single page letter format from the consultant outlining the hours, an outline of the associated tasks, the lump sum fee, start date, and anticipated end date for the project. There will be no public opening of Quotations.

It is expected that any person that submits a Quotation (the "Consultant") will be satisfied with the extent of services required and that minor modifications will not add additional costs to the District. By delivering a Quotation, the Consultant irrevocably agrees they have received, read, and fully understood the scope of work and all terms of reference within this Request and all the attached appendices and has also understood the site environment. The full scope of work is described in the Project Specifications (Appendix 1).

It is the responsibility of the Consultant to regularly check for addendums at <https://sooke.ca/municipal-hall/documents-forms/tenders-and-rfps/>.

The District may, in its sole discretion, disqualify any or all Quotations, cancel this Request for Quotes, reject any or all Quotations, and to re-bid the same or similar Work at any time. The lowest Quotation will not necessarily be accepted. The District reserves the right to waive informalities and accept the Quotation deemed most favorable to the District of Sooke at their sole discretion. Any Quotation provided by the Consultant shall remain open for 30 days.

Please provide your fully completed Quotation Form, to the attention of the undersigned electronically at [pbutterfield@sooke.ca](mailto:pbutterfield@sooke.ca), by 3:00pm on January 11, 2019. If three quotes have not been obtained by that time, the request will be extended until three quotes are obtained.

Regards,

Paul Butterfield  
Engineering Technologist



## **Appendix 1- Project Specifications:**

The Consultant is required to perform the various services and works shown in the attached figures and listed in the Project Specifications. All addendums issued by the District for this project are to be included as part of the Project Specifications listed hereunder:

### **1) Description of Work**

In the 2000-block of Phillips Road there is a desire to have a cross-walk for pedestrians to access SEAPARC via the east side sidewalk. Safe access to the eastern sidewalk from Sooke Road also has some challenges. Improvements to safety of pedestrians is paramount in this review.

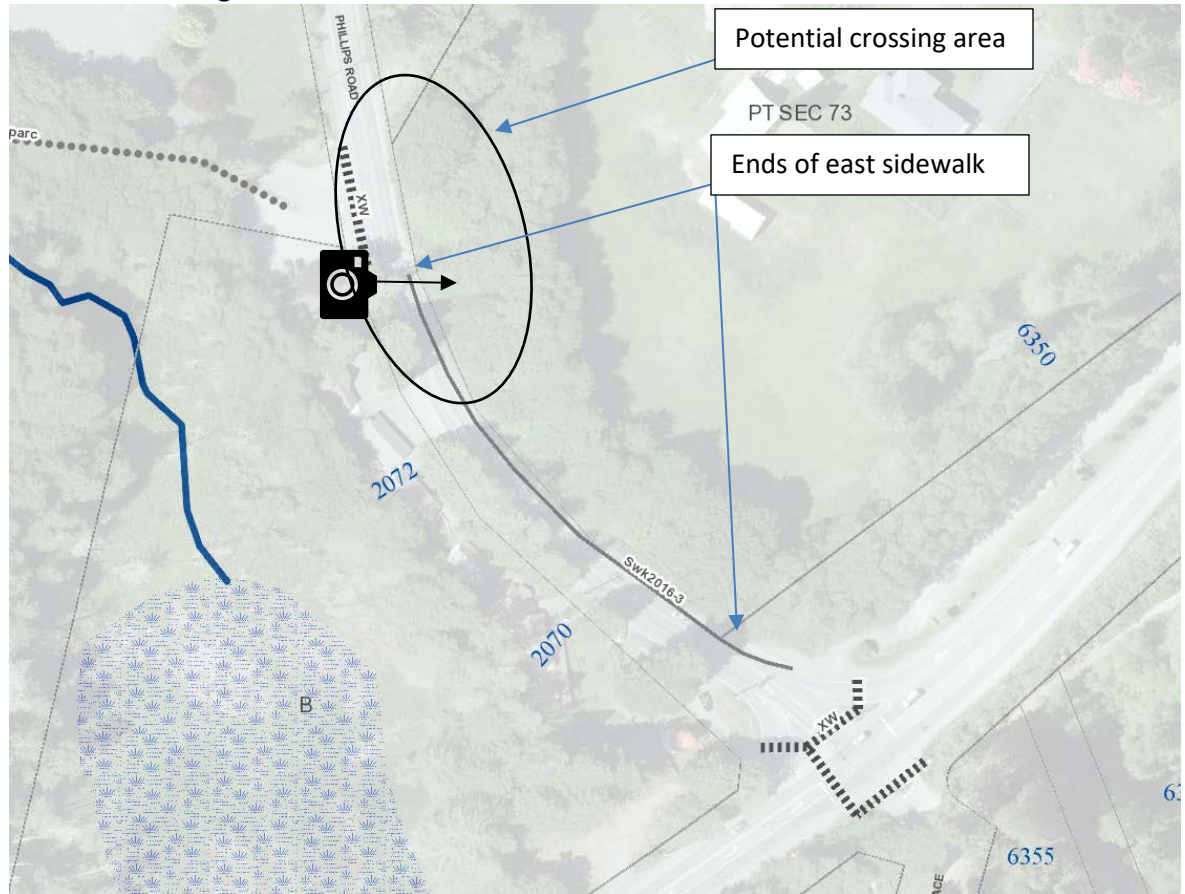
### **2) Scope of Work**

In addition to all notes within the reference pictures, the Consultant is responsible for the following:

- a) Identifying the preferred location of a crosswalk across Phillips Road from the northern tip of the existing sidewalk on the east side of Phillips Road (**Exhibit 1**);
- b) Identify the type of crossing required;



**Exhibit 1: Crossing Location**





- c) Identify safety improvements that allows for universal mobility (persons with disabilities, wheelchairs, scooters, etc) to access the sidewalk on the east side of Phillips Road via the BC Transit stops on Sooke Road. Of primary concern is the open area illustrated in **Exhibit 2**;

**Exhibit 2: Area of Concern**



- d) In the area of concern vehicles can access Phillips Road at any point;





### **3) General Information**

- a) Phillips Road has a designated 40km/h speed limit along the project length;
- b) The review should address the visibility of the pedestrian as well as concerns over the speed of approaching vehicles.
- c) Empirical information suggests vehicles do travel over the posted speed limit throughout the day.
- d) The RCMP may have some additional data on speeds;
- e) Recent photos of the area can be provided to the successful consultant;
- f) Measurements for sight distances can be taken from our internal web GIS service;
- g) A site visit is required for the successful consultant in order to capture all relevant factors in the review.

### **4) Reference Material**

All standards are to come from TAC, ITE-C, MOTI, or BC related regulations, guides, best practices or other accepted reference material.

There is no survey or detailed design for this project. The exhibits provided are intended to clarify the scope of work to the Consultant. It is the responsibility of the Consultant to verify all measurements, materials, and processes required to complete the project.



## **Appendix 2- Insurance Requirements**

Insurance requirements are described within the District's Risk Management and Contract Services Policy.

(Attached)



Policy 5.4  
File No. 2510-00  
October 25, 2004  
Amended March 25, 2013

## ***Risk Management-Contract Services Policy***

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1. Any person or organization that contracts with the District of Sooke to provide services to or on behalf of the District must provide proof to the District that the following *minimum* requirements have been met:
  - a) proof of liability insurance coverage with a minimum value of \$5,000,000;
  - b) certificate indicating that the individual or organization has an active WCB account that covers any and all persons who will be providing contracted services to or for the District of Sooke; and
  - c) proof of applicable credentials.
2. Copies of the above documentation must be received prior to the commencement of services.
3. The document submitted for insurance coverage must indicate the type of coverage and expiry date.
4. Preference is for the District of Sooke to be named as an additional insured in the liability insurance document.

Note: An individual contracted to provide coverage for the following positions is not covered by the District's errors and omissions policy:

Chief Administrative Officer  
Corporate Officer  
Director of Finance  
Municipal Engineer  
Municipal Planner  
Building Official