



Stantec Consulting Ltd.
140 Ouellette Place, Suite 100, Windsor, ON, N8X 1L9

March 5, 2020
File: 165681095.006

**Attention: Mr. Chris Nepszy, P.Eng., PE,
Chief Administrative Officer**

Town of Essex
33 Talbot Street South
Essex, Ontario, N8M 1W8

Dear Mr. Nepszy,

**Reference: Proposal for Engineering Services
Harrow Centre Streetscaping**

We are pleased to submit our proposal for engineering services for the above referenced project in the Town of Essex (Town).

UNDERSTANDING OF ASSIGNMENT

We recognize the purpose of the contemplated work is to provide streetscaping improvements in the Harrow Centre downtown corridor as outlined in the Streetscaping Design Guidelines prepared by Stempski Kelly Associates Inc..

As such, our assignment is to carry out the detailed design and contract administration for the construction of the proposed streetscaping improvements along Queen Street (County Road 11) from King Street to Colio Drive, along King Street (County Road 20) from Walnut Street to Erie Street (County Road 13) and along McAfee Street from King Street to Maple Avenue as depicted in the attached Figure 1.

It is understood that the redesign of the downtown Harrow streetscape is intended to reinvigorate the community. The design is to carry forward the vision and design principals outlined in the Town of Essex Downtown Harrow Streetscape Design Guidelines (September 2018) and provide a cohesive visual identity and sense of place that is reflective of the Harrow community. The streetscape design is to have consideration for the following:

- *Environmental Resilience / Sustainable Design*
- *Sense of Place*
- *Safety for All Users*
- *Maintenance and Durability*

Careful attention is to be given to how pedestrians and vehicles interact with each other to provide a pleasant and enjoyable environment. Streetscape elements are to be integrated into the existing urban environment, including vehicular entrances, parking and loading zones, alleyway connections and variations in boulevard and sidewalk widths. Stantec's Landscape Architecture team has extensive experience working within a multidisciplinary environment and understand the need to work with all related disciplines to ensure the streetscape design provides a cohesive and unified design solution.

The design is to conform to AODA and CPTED guidelines in relation to functionality and materialism of streetscape elements ensuring a safe and universally accessible pedestrian realm. Surface treatments are to include combinations of either colored concrete and/or unit paving in patterns reflective of the downtown heritage with emphasis placed at intersections and other areas of public realm significance. Street furniture are to include benches, litter and recycle bins, bicycle racks and planters. The Landscape Architecture team is also to assist the Town in developing a seasonal banner program.



March 5, 2020

Mr. Chris Nepszy, P.Eng., PE,

Chief Administrative Officer

Page 2 of 5

**Reference: Proposal for Engineering Services
Harrow Centre Streetscaping**

Plant material within the streetscape is largely to consist of street trees to enhance the local tree canopy and provide shade and vertical contrast. Species selection is to be native, drought and salt tolerant and follow monoculture practices. Tree planting to incorporate continuous topsoil trenches constructed of open bed planters and/or in tree pits with grates. Existing, healthy trees identified to be retained by Stantec's Arboriculture team is to be incorporated in the design where they will remain undisturbed from the proposed new streetscape work. Low under story plantings may also form part of the softscape strategy in the form of raised planters. These would be located at key areas where seating is provided.

Tree cover in the urban environment is essential to reduce the urban heat island effect and to beautify streets. Stantec's ISA Certified Arborists is to complete a tree inventory for all street trees within the right of way and all trees greater than 10cm diameter at breast height located on adjacent properties that may be impacted by construction.

Arborists are to work with the design team to mitigate impacts to healthy trees where possible. A set of Tree Management Plan (TMP) drawings is to be prepared to support the project deliverables and identify removal and protection measures. Trees requiring specific preservation requirements such as species-at-risk are to be identified on the TMP. Migratory bird act requirements for timing of tree removal are also to be indicated on the TMP. The presence of woody species-at-risk are also to be assessed within 25m of the project limits where it is feasible to do so.

Our scope of work includes the detailed design, preparation of construction drawings, specifications and contract documents followed by tender support services, contract administration and inspection services during the construction period.

It is our understanding that the above proposed works are to be designed, tendered, and constructed in 2020. To achieve this milestone, Stantec is to complete the detailed design and document submittal to the Town for review in spring of 2020 with public tender anticipated in early summer 2020.

In order to carry out the detailed design, a surveying firm will need to be engaged to gather topographic data along the existing & proposed rights-of-way and prepare base plans for the design of the new works.

For this assignment, it is understood that the Town will directly engage and pay the local survey firm of VSHBB Inc. to complete all survey work. It is important that the Town consult with Stantec during the survey procurement process to confirm scope of services required (eg. survey limits, topographical elements/features requiring data collection, etc.). Detailed design and preparation of construction drawings/specifications are to commence immediately after receipt of the survey base plans.

Furthermore, a utility locating firm will also need to be engaged to carry out utility locates in the area of the proposed works to facilitate detailed design. For this assignment, it is understood that the Town will directly engage and pay G-Tel to carry out all such utility locates.

SCOPE OF SERVICES & WORK PLAN

The following scope of services and work plan is proposed for this assignment.

Phase 1 – Design (2020)

Design Period Services

1. Project initiation meeting with Town;
2. Project setup and preparation of project implementation plan including review of detailed scope of services with the Town;
3. Review of property acquisition requirements;



March 5, 2020

Mr. Chris Nepszy, P.Eng., PE,

Chief Administrative Officer

Page 3 of 5

**Reference: Proposal for Engineering Services
Harrow Centre Streetscaping**

4. Detailed design for streetscaping upgrades including asphalt milling / resurfacing, streetlighting, sidewalks, replacement of storm sewer along King Street, benches, planters, landscaping, garbage cans, and integration of Hydro, Bell, Gas, MNSi and Cogeco upgrades;
5. Coordinate with utilities and utility relocations as required;
6. Coordination with Town of Essex and County of Essex representatives;
7. Attendance at one (1) public information center (PIC) to be held by the Town for public review and input;
8. Preparation of construction drawings;
9. Preparation of construction specifications;
10. Preparation of contract documents including information for tenderers, form of tender and special provisions;
11. Preparation of opinions-of-probable construction cost;
12. Review of deliverables with Town including drawing and contract document revisions until finalized;
13. Preparation of MECP application for submission, if necessary;
14. Preparation of ERCA application for submission to ERCA and Town records, if necessary.

Phase 2 – Construction (2020)

Tender Period Support Services

1. Upon design being finalized and budget approved, Town to arrange for and pay for advertising and call for tenders;
2. During tender period, review and reply to questions from prospective Tenderers, including the preparations of addenda as needed. Town to issue and manage all questions and addenda;
3. Arrange for, coordinate and manage excavation of test pits including geotechnical & geoenvironmental inspection and associated addenda;
4. Review submitted Tenders and prepare tender report including recommendations;
5. Town to award contract and prepare, coordinate and manage the execution of contract documents with the successful contractor. Stantec to assist Town as needed.

Construction Period Services

1. Prepare "Issued for Construction" Contract Documents & Drawings and distribute to Town and successful Contractor;
2. Arrange for and chair pre-construction meeting along with preparation and distribution of minutes;
3. Call, attend and prepare minutes for progress site meetings approximately every two (2) weeks. An allowance for eight (8) site meetings has been carried in this proposal;
4. Arrange for pre-construction photos;
5. Review of shop drawings and submittals from contractor;
6. Full-time onsite inspection during construction period including maintaining a record of construction activity on a daily basis along with construction record information and photos.
An allowance of **960 hours** has been carried in this proposal for onsite inspection based on an estimated total of **80 working days at 12 hours per day** to complete construction.
This inspection allowance is based on implementing only **one inspector** for all the works. Should there arise the need to implement additional inspector(s) due to construction proceeding at multiple locations at the same time, then Stantec shall raise the matter with the Town and request authorization to proceed with additional inspector(s) and the associated additional fees agreed upon;
7. Coordinate with utilities throughout the construction period providing for any ancillary utility relocation work that may be required as construction progresses;



March 5, 2020

Mr. Chris Nepszy, P.Eng., PE,

Chief Administrative Officer

Page 4 of 5

**Reference: Proposal for Engineering Services
Harrow Centre Streetscaping**

8. Coordination with other stakeholders (eg. County of Essex, abutting landowners, etc.), including addressing complaints, concerns, other issues, etc., in conjunction with Town of Essex, that may arise during construction;
9. Coordinate testing of materials to be integrated into the new works including liaising with the Contractor as needed. Stantec is also to review testing reports as needed;
10. Contract administration services including preparation of payment certificates and issuance of Substantial Performance. An allowance for seven (7) payment certificates has been carried in this proposal.

Maintenance Period Services

1. Manage and pursue contractor to rectify identified deficiencies during 2-year maintenance period;
2. Prepare project documentation booklet including construction record drawings;
3. Coordinate and carry out walk-through at end of maintenance period;
4. Prepare final project documentation including release of holdbacks, payment certificates, completion certificates, final certificates, etc.;
5. Close project files.

ENGINEERING FEES

Following is our proposed budget engineering fee based on our understanding of this project and our proposed work plan.

PHASE 1 – DESIGN (2020)

Design Period Services	\$ 236,000
Sub-Total Phase 1 Professional Fees	\$ 236,000
8% Flat Rate Disbursement	\$ 19,000
Total Phase 1 Budget Engineering Fee (HST Exclusive)	\$ 255,000 Budget

PHASE 2 – CONSTRUCTION (2020)

Tender Period Support Services	\$ 10,000
Construction Period Services	\$ 182,000
Maintenance Period Services	\$ 33,000
Sub-Total Phase 2 Professional Fees	\$ 225,000
8% Flat Rate Disbursement	\$ 18,000
Total Phase 2 Budget Engineering Fee (HST Exclusive)	\$ 243,000 Budget

TOTALS - PHASE 1 & 2

Total Phase 1 Budget Engineering Fee (HST Exclusive)	\$ 255,000
Total Phase 2 Budget Engineering Fee (HST Exclusive)	\$ 243,000
Grand Total Budget Engineering Fee (HST Exclusive)	\$ 498,000 Budget

Professional fees shown are in Canadian dollars for engineering work related to the scope of work outlined herein. Expenses, including mileage, incidental printing costs, communications and general office expenses are covered under the Flat Rate Disbursement. Major expenses such as printing of tender issue drawings are extra and it is anticipated that the Town will engage and pay a printing company to undertake this work if needed.

The above budget engineering fee is to be viewed as an upset budget limit for the engineering services outlined in this proposal. Work will be invoiced on an hourly basis for the actual time and effort necessary to carry out the assignment up to the upset budget amount.



March 5, 2020

Mr. Chris Nepszy, P.Eng., PE,
Chief Administrative Officer
Page 5 of 5

**Reference: Proposal for Engineering Services
Harrow Centre Streetscaping**

The above budget engineering fee also does not include any allowance and/or costs for engaging specialty consultants to carry out any specialty work such as surveying, utility locates, geotechnical & geoenvironmental investigations/testing, noise reports, environmental studies, etc. Should any significant and/or unforeseen project specific expenses arise during the course of the project which are not covered under this proposal, then the Town shall reimburse Stantec for the total cost of the expense plus a 10% markup.

Also note that the above budget engineering fee does not include any allowance for advertising and/or venue costs nor for any application fees required by any regulatory agency. All costs and fees related to the above noted particulars including permits and approvals are not included in our fee and will be the responsibility of and at the total expense of the Town.

Further, no allowance has been made nor budget allocated for any work related to property acquisitions, the preparation of legal documents such as those required to obtain easements. Such services shall be the responsibility of the Town to perform and/or procure.

The above budget engineering fee has been established based on our experience on similar projects. This fee is to be reviewed with the Town at the end of each project meeting and adjustments made to the work plan to maintain the fee as requested. Any clear changes in the scope of the work is to be identified and discussed with the Town, as they occur, and the budget fee revised to suit as needed.

Fees for services relating to prompt payment and adjudication under the new Construction Act are not included in our scope of work nor in our fees as Stantec has no knowledge as to how many notices of non-payment will be issued on the project nor how many adjudications will occur. Should the Town require Stantec to provide adjudication assistance, Stantec will provide such assistance on a time and expense basis.

Overall, should it become apparent that the scope of work expands beyond that identified in this proposal and additional engineering services required to ensure the successful completion of this assignment; then Stantec shall advise and request authorization from the Town prior to proceeding with any additional work and the associated additional fees negotiated and processed through a Change Order request.

We trust that you will find our proposal fully meets your needs. We are prepared to commence work immediately upon the execution of a Professional Services Agreement (PSA). A completed "Draft" copy of the PSA is attached to this proposal for the Town's consideration.

Should you have any questions or require clarifications or additional information with respect to this proposal, please contact Mr. Jubenville directly.

Respectfully yours,

STANTEC CONSULTING LTD.

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Attachments - Figure 1
- DRAFT Stantec Professional Services Agreement

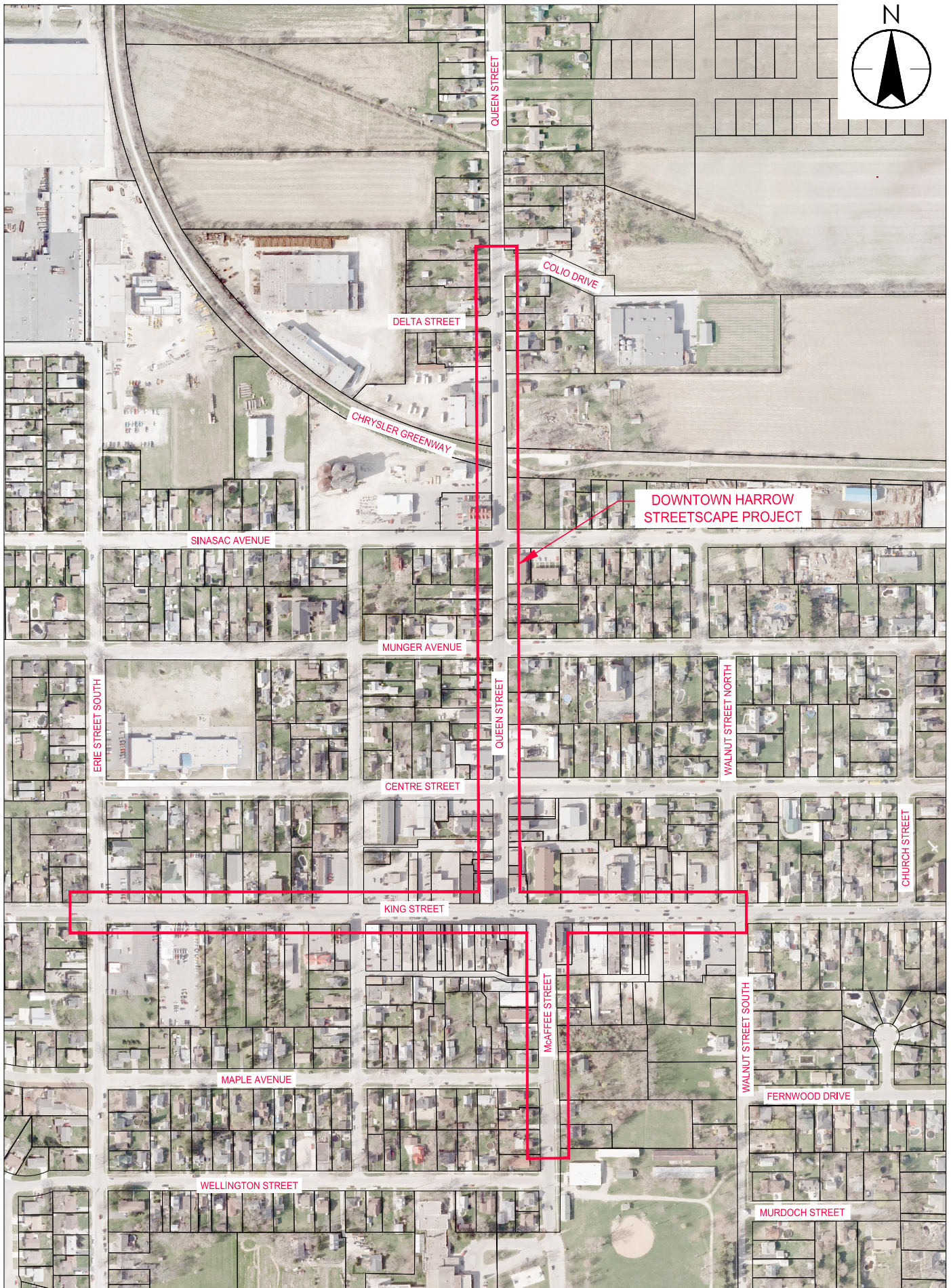


FIGURE 1