

ADDENDUM NO. #1

2019 Water main Replacement Program

City of Moose Jaw

CAP-WW17-2019-001

Date: Dec 13 2018

CONTRACT DOCUMENTS FOR

2019 Water Main Replacement Program

Contract no. CAP-WW17 – 2019 - 001

This Addendum shall form part of the Contract Document and is to be read, interpreted and coordinated with all other parts. The following revisions, clarifications and instructions supercede the information contained in the original Request for Proposal (RFP) documents including specifications issued for the above- named project. **Respondents are to acknowledge this Addendum in their submission, as well as below.**

Replace previous Request For Proposal with the attached.

The Respondent has received Addendum No. 1 (dated Month, DD, YYYY).

Acknowledged and Accepted By:

Signature of Respondent

Date

Name of Respondent

Name of Company



REQUEST FOR PROPOSAL

Qualified firms are invited to submit a proposal for
2019 Water Main Replacement, Phase IV

Work Consists of:

i.e.: Engineering services and detailed design of approximately 2100m
of cast iron water main replacement, Phase IV.

Proposal documents can be obtained at the Engineering
Department, 3rd Floor, City Hall, 228 Main Street N, Moose Jaw,
SK, S6H 3J8, www.moosejaw.ca and www.sasktenders.ca

Submit sealed proposals to the Engineering Department by **2:00
PM CST, Thursday, January 17th, 2019**

NOTICE TO BIDDERS

City of Moose Jaw, Saskatchewan

Page 1 of 1



The City of Moose Jaw is accepting proposals for the services described below. Please submit the documents listed and described in the Instructions to Bidders in a sealed opaque envelope, clearly identified with Bidder's name, Project name, and Owner's name on the outside.

City of Moose Jaw
Engineering Department, 3rd Floor
228 Main Street North
Moose Jaw, SK, S6H 3J8

Proposal Close:
Thursday, January 17th, 2019
2:00 PM CST

INTENT

Over the years, the cast iron water main system has been subject to corrosion and deterioration. As a result, many citizens must deal with ongoing water main breaks that are occurring at an increasing disturbance in people's lives as well as disrupted streets and sidewalks from being dug up. This is the fourth year of this multi-year infrastructure-rebuilding program.

The overall water system will be safer and more secure and that will benefit the entire city. Specifically there will be fewer service disruptions, fewer water main breaks and better water quality (less odor and color) and new, better roads that will not have to be torn up and patched for breaks and leaks.

The City is seeking an experienced Engineering firm to provide engineering and construction services for the design and construction of the replacement of cast iron water main system.

SCOPE OF WORK

Design, preparation of a general contractor tender package, assistance in the selection of suitable contractors, construction management, commissioning and post construction services for the replacement of buried water mains within the City during the 2019 construction season.

LOCATION

Locations will be provided to the successful Proponent.

DATE OF CONSTRUCTION

Start Date: April 15th, 2019

Completion Date: September 31st, 2019



REQUEST FOR PROPOSALS

FOR ENGINEERING SERVICES

**For the Design, Construction and Project Management for the
2019 Water Main Replacement Program**

**CITY OF MOOSE JAW
SASKATCHEWAN**

**CLOSING DATE:
January 17th 2019 at 2:00 p.m. (Central Standard Time)**

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INSTRUCTIONS TO PROPONENTS

INTRODUCTION

1. The City of Moose Jaw ("Moose Jaw") is inviting proposals from qualified engineering firms to provide engineering services to the City on the design, construction and project management of the replacement of the City's cast iron water main & service connections including paving.
2. The purpose of this Request for Proposals ("RFP") process is to select a qualified engineering firm to enter into a Services Agreement with Moose Jaw for the performance of the Services. Further details about the Services required by Moose Jaw are set out in Schedule "A" – Services Requirements.
3. **This RFP is not a tender and is not subject to the laws of competitive bidding. No bid contract or agreement is created by the submission of a proposal.**

RFP DOCUMENTS

4. The following documents are attached to and form part of this RFP:
 - Schedule "A" – Services Requirements
 - Schedule "B" – Proposal Content Requirements
 - Schedule "C" – Form of Services Agreement

INQUIRIES

5. Any inquiries concerning this RFP should be directed in writing to the following:
Bob Craig A. Sc. T., PMP
Engineering Technologist
City of Moose Jaw
228 Main Street N
Moose Jaw, SK S6H3J8
Email: bcraig@moosejaw.ca
6. All inquiries should be in writing and received by Moose Jaw on or before December 20th, 2018.
7. Moose Jaw may circulate its response to any inquiries to all proponents, along with the original inquiry and may post such response and original inquiry on www.sasktenders.ca or may choose not to reply to any inquiry.
8. Proponents should refrain from contacting other employees, agents or members of Council of Moose Jaw in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in Moose Jaw's sole discretion, result in disqualification.

SUBMISSION OF PROPOSALS

9. Proposals should be in both paper and electronic format. Proponents should submit three (3) hard copies of their proposal (including one unbound copy for photocopying) plus an electronic copy on a memory stick or USB indicating the RFP title and closing date to the following address by **2:00 p.m. (Central Standard Time) January 17th, 2019:**

Bob Craig A. Sc. T., PMP
Engineering Technologist
City of Moose Jaw
228 Main Street N
Moose Jaw, SK S6H3J8
Email: bcraig@moosejaw.ca

City of Moose Jaw
228 Main Street N,
Moose Jaw, SK S6H3J8

10. Moose Jaw's office hours for the purpose of receiving proposals are 8:15 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. (Central Standard Time), Monday to Friday, excluding statutory holidays.
11. If you require additional time to submit your proposal, you should contact Bob Craig by e-mail to bcraig@moosejaw.ca. Moose Jaw may, in its sole discretion, allow additional time for proponents to submit a proposal.
12. Proposals and accompanying documentation provided to Moose Jaw in response to this RFP will not be returned.

CONTENT OF PROPOSALS

13. Proposals should address the items set out in Schedule "B" - Proposal Content Requirements.
14. Proponents may provide additional information beyond that requested in the RFP for Moose Jaw's consideration. Any such additional information may be considered by Moose Jaw in its sole discretion.
15. Proponents may be asked to submit additional information pertaining to their past experience, qualifications and such other information that Moose Jaw might reasonably require.

COST OF PROPOSALS

16. Moose Jaw is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with Moose Jaw, making any presentations to Moose Jaw in connection with their proposals, or otherwise incurred in connection with this RFP process.
17. This RFP does not create any legal obligations between Moose Jaw and any proponent.

EVALUATION PROCESS

18. Proposals will be opened and evaluated privately

19. In assessing proposals, Moose Jaw will take into consideration the following evaluation criteria:
 - a) qualifications and experience of the proponent and its lead personnel in the service areas being offered;
 - b) qualifications and experience of any sub-consultants and their lead personnel;
 - c) the capacity of the proponent to provide and successfully complete the services required by Moose Jaw as well as any optional services offered by the Proponent, in a timely, safe, efficient and quality manner;
 - d) proponent's overall fee proposal, including any reimbursable expenses;
 - e) terms of the Services Agreement that the proponent is prepared to accept;
 - f) the completeness of a proponent's proposal; and
 - g) other criteria as Moose Jaw considers relevant.

20. Moose Jaw has not predetermined the relative importance of the above evaluation criteria. Moose Jaw expects to select the proponent that provides the best overall value, as determined by Moose Jaw in its sole discretion, having regard to the evaluation criteria referred to above.

21. Proposals will be evaluated on the basis of the information provided in response to these Instructions to Proponents. In addition, in assessing the proponent's qualifications, experience and capacity, Moose Jaw may also consider the following:
 - a) clarifications and/or additional information that may be supplied pursuant to requests from Moose Jaw;
 - b) interviews and/or reference checks that may be conducted at Moose Jaw's discretion;
 - c) previous experience of Moose Jaw in working with the proponent; and
 - d) information received from any source that Moose Jaw considers reliable.

22. Moose Jaw may, in its sole discretion, request clarification from a proponent during the evaluation process.

23. Proponents are advised that the evaluation process is subjective in nature and Moose Jaw's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding, including without regard to whether a proposal is compliant with this RFP.

24. Moose Jaw may short-list proponents and conduct interviews with short-listed proponents at its sole discretion. Furthermore, Moose Jaw may negotiate any and all aspects of a proposal, including but not limited to the fee proposal, and the Services Agreement terms.

25. An invitation to interview or to negotiate does not obligate Moose Jaw to conclude the Services Agreement with that proponent. Moose Jaw may interview or may negotiate any aspect of any proposal with one or more proponents at any time.

26. Moose Jaw will notify all unsuccessful proponents after entering into a definitive agreement with the successful proponent. Unsuccessful proponents may request a debriefing interview to obtain feedback on their proposal, within three (3) weeks after receiving a notification letter.

ANTICIPATED SCHEDULE OF EVENTS

27. The following is the anticipated schedule of events related to this RFP. These dates are provided as target dates only and may be changed at any time by Moose Jaw in its sole discretion:

- | | |
|---|---------------------------------------|
| a) RFP Released | December 6th, 2018 |
| b) Inquiries respecting RFP | December 20th, 2018 |
| c) Response to Inquiries | January 4st, 2019 |
| d) Closing Date | January 17th, 2019 |
| e) Tentative Services Agreement Execution | January 25th, 2019 |

FORM OF AGREEMENT

28. Any successful proponent(s) will be expected to enter into a Services Agreement for professional or consulting services based on the form of agreement attached at Schedule "C" (the "Services Agreement"), with such modifications as agreed to by Moose Jaw and a chosen proponent.

EFFECT OF RFP

29. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Until such time as Moose Jaw signs a definitive Services Agreement with a proponent, Moose Jaw does not intend to create a contractual relationship including a bid contract (either express or implied) with any proponent submitting a response to this RFP.

30. Submission of a proposal does not obligate Moose Jaw to accept any proposal or to proceed further with any of the Services. Consideration of any proposal shall be in Moose Jaw's sole discretion.

31. Proposals may be withdrawn or amended by proponents at any time by written notice to Moose Jaw prior to Moose Jaw and a proponent signing a formal contract.

32. Proponents are advised that Moose Jaw is intending to conduct a flexible procurement process, not subject to the law of competitive bidding, and that Moose Jaw may, in its sole discretion, at any time and for any reason:

- a) reject any and all proposals (including, for greater certainty, the lowest cost proposal);
- b) modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
- c) extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
- d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
- e) discuss the terms of a proposal submitted by a proponent with that proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
- f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;
- g) verify or seek clarification of any and all information provided pursuant to this RFP and provide proponents with an opportunity to correct any defects, informalities or irregularities in their proposal;

- h) negotiate any and all aspects of any proposal and the provisions of the Services Agreement (including, without limitation, those provisions relating to fees and/or any scope of services) with any one or more proponents at any time in its sole discretion, whether before, during or after the selection and evaluation process; and
- i) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
 - i. issuing a new request for proposals or other procurement document based on the same or changed scope of services or other requirements;
 - ii. entering into sole source negotiations with any one or more of the proponents or any other person; or
 - iii. cancelling the procurement in its entirety.

CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

- 33. Proponents are expected to keep confidential all documents, data, information and other materials of Moose Jaw which are provided to or obtained or accessed by a proponent in relation to this RFP, other than documents which Moose Jaw places in the public domain. Proponents are expected not to make any public announcements or news releases regarding this RFP or the entering into a Services Agreement pursuant to this RFP, without the prior written approval of Moose Jaw.
- 34. Proponents are advised that as a city, Moose Jaw is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information in records under the control of a municipality. Proponents are advised that Moose Jaw may be required to disclose the RFP documents and a part or parts of any proposal in response to this RFP pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan).
- 35. Proponents are also advised that *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFP. **Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.**

Schedule "A" – Services Requirements

1. Background and Description of Project.

Beginning in the early 1900's, past generations made significant investments in water main infrastructure to ensure distribution of potable water and secure Moose Jaws future. Up to the 1960's, the material of choice for these water mains was cast iron.

As a result, homes and businesses were established and neighborhood developments flourished. It was because of this investment and hard work that we still utilize many essential services from those early efforts.

Unfortunately, over the years the cast iron water main system has been subject to corrosion and deterioration. As a result, many citizens must deal with ongoing water main breaks that are occurring at an increasing pace and lives are disrupted as streets and sidewalks are dug up.

Of equal concern is that urgent repairs in this manner could essentially be a wasted cost, given the expectation of additional disruption when the full length of water main is again excavated and permanently replaced.

The overall water system will be safer and more secure and that will benefit the entire city. Specifically there will be fewer service disruptions, fewer water main breaks and better water quality (less odor and color), new, better roads that will not have to be torn up and patched for breaks and leaks.

The City of Moose Jaw (the "City") is requesting proposals from qualified Consulting Engineering firms, which are licensed in Saskatchewan, to undertake the design, preparation of a general contractor tender package, assistance in the selection of suitable contractors, commissioning and post construction services for the replacement of buried water mains (together with all water line connections and appurtenance) within the City during the 2019 construction season.

Services required will include but are not limited to all civil, survey and environmental engineering (if necessary) and public consultation as may be required to deliver a successfully completed project, on time and on budget.

2. Schedule

The City's preference is for this Project (including pre-design, design, construction and commissioning phases) to be completed prior to September 31st, 2019.

3. Scope of Service

The Project involves the replacement of existing buried cast iron water mains within the City of Moose Jaw complete with all water lines and appurtenances. The scope of Project shall include the provision of engineering services for the preparation of a design basis memorandum, detailed design, general contractor tendering, engineering services including project management of the project during design, construction, commissioning, post construction services and project close out.

4. General Service Requirements

The general service requirements of the proposed project shall include the following;

- Coordinate with City staff to identify design opportunities based on existing municipal records, designs and approved master planning documents;
- Design project specifications based on the City of Regina Engineering Guidelines;

- Coordinate with City staff to locate and provide an assessment of the operational functionality of all existing water infrastructure;
- Complete a detailed survey of the Project area and relevant infrastructure;
- Develop a full and complete set of detailed engineering drawings to be issued for construction;
- Complete a CCTV inspection with City staff to inspect existing sanitary and storm infrastructure adjacent to water lines and provide a condition assessment of the infrastructure to the City staff;
- Provide an engineering narrative as part of construction design for the replacement of sanitary/storm infrastructure where necessary;
- Coordinate with the Contractor to supply temporary water to residential customers in the affected area of construction;
- Working with City staff, define the operational requirements to replace service connections from the water main to the connection point within the private dwelling location as well as verifying meter locations in the houses;
- Develop a project alignment and subsequent construction protocol to minimize surface infrastructure damages during construction;
- Work with City staff to conduct a condition assessment of surface infrastructure (Pavement, Sidewalks, Landscaping, etc.) and add to the design baseline of the Project;
- Develop a General Contractor Tender package, IFC Drawings and all other project requirements for the purposes of retaining a qualified underground general contractor;
- Coordinate with General Contractor to define the Project phasing, develop traffic accommodation and access plans for residential homeowners, municipal servicing staff and emergency services;
- Provide regular updates to City staff as required to notify residents of the Project status;
- Develop a complete set of As-Built drawings upon completion of the Project;
- Geotechnical investigations and materials testing will not be included in this consultant package; and
- Observe all other regulatory design requirements required to satisfy all Federal, Provincial and Municipal authorities governing water distribution operations within a local municipality;

3. Detailed Service Requirements

The services required shall be broken down into several phases to aid in the development to allow for the most cost effective (capital, operation and maintenance) construction. The Project phases are as follows:

3.1 Project Management

The Project Management work shall include the following:

- Provision of overall project management services including direction and coordination of all aspects of work throughout the overall course of the Project;
- The ability to observe accepted project management processes and demonstrate the utilization of a professional designation such as PMP or other industry accepted professional project management certification of their project manager;
- Coordination of project design components such as civil, architectural, structural, building, mechanical, electrical, etc. where necessary;
- Ability to implement project controls including, cost, schedule, scope, quality control, risk management, change management and client reporting procedures;
- Provide estimated budgets of man-hours to complete activities and milestones, and report on actual results as against such budgets;

- Schedule and conduct regular project meetings, providing status reports related to project controls, submission reviews, and seek City input at key stages of the Project;
- Provide project related information as it relates to the public in adjacent neighbourhoods, local school boards, park users, emergency services, City council and administration;
- The proponent shall meet with the City's project steering team at least once per month, or as requested by the City's Project Manager or the City's Project Steering team. Meetings shall be conducted during all phases of the Project ensuring the City is informed on all aspects of the progress of the Project; and
- A full set of accurate meeting minutes are to be kept by the proponent and distributed to all in attendance within one week following these progress meetings.

3.2 Preliminary and Detailed Engineering

Preliminary Engineering shall address all of the issues of the Project including, confirmation of operation and capacity, assessment of alternatives, budget requirements, staging and implementation. The Preliminary Engineering work shall include the following:

- Review all available information;
- Review of previous reports and record drawings and designs;
- Review of all historical geotechnical information;
- Establish design criteria jointly with City staff. The design must reflect current, innovative, and practical ideas. It must address water quality issues and possible future regulatory changes;
- Conduct a review of the City's Master Planning documents to assess the viability of upsizing of infrastructure at design stage;
- Investigate opportunities for staging of the construction phases to maximise productivity;
- It must take into account operational issues and addressed jointly with Engineering, Public Works and water operations;
- Develop mitigation strategies related to the impact of construction and commissioning of the new system relative to the operation of the existing water distribution network;
- Complete detailed preliminary surveys and site assessments for the Project;
- Conduct all water sampling and report on results;
- Verify all pressure tests and report on results;
- Confirm-method of de-chlorination and how that operation will take place as it relates to flushing and drainage; and
- Prepare a design basis memorandum (DBM) to summarize the preliminary engineering phase of work complete with methodology, justification, findings, conclusions, recommendations and preliminary drawings and design;

The design work shall include the following:

- Development of detailed design drawings, design review packages, specifications and tender documents that comply with appropriate standards;
- Detailed design review packages shall be prepared and reviewed with the City at 50%, 90% and 100% design completion;
- Acquisition of all necessary permits, approvals and certificates of completion;
- Prepare pre-qualification documents and evaluation criteria for the evaluation and pre-qualification of General Contractors suitable to carry out the Project;
- Conduct the pre-qualification process, including answering design and construction queries during the process, receive and review submissions and provide recommendations to the City;
- Prepare a pre-tender cost estimate and review with City's project steering staff;

- Prepare a tender advertisement and submit to the City for advertisement;
- Preparation of tender package;
- Reply to all questions related to the details of the construction project during the tender period and issue addenda for clarification or changes to scope as required;
- Facilitate tender opening with City project steering team at a location to be determined in tender document; and
- Provide award analysis, tender summary, award recommendation, and provide an update on project budgets and schedule based on the accepted tender.

3.3 General Engineering during Construction

General engineering services during construction shall include the following:

- Coordinate with the City to prepare Contract Documents for review and signing by the City and the awarded Contractor;
- Request the Contractor provide the necessary Bonding, Insurance and proof of WCB coverage;
- Provide interpretation of Contract Drawings and drawing revisions during construction;
- Conduct a pre-construction meeting with the City and the Contractor regarding schedule, construction procedures, public relations, traffic control, safety programs, lines of communications, roles and responsibilities and other items as required including local utilities, municipal services and emergency services;
- Arrange, coordinate and facilitate site meetings at regular intervals including preparation and distribution of minutes in a timely manner within five (5) days of meeting;
- Conduct regular site inspections with City staff;
- Review and approve all shop drawings within a timely manner;
- Act as the Project liaison between the City and Contractor regarding any contractual issues that may arise, including but not limited to, cost, contractual obligations, changes and general project details;
- Prepare and process progress reports, drawings or certificates for payment;
- Assist in the implement a public relations program in coordination with City staff;
- Coordinate quality control testing during construction. The testing firm shall be a Sub-Consultant to the City under a separate contract and be acceptable to the City, all materials testing must be in accordance with CSA standards;
- Attend Construction Completion inspection, documenting all deficiencies and provide formal acceptance of construction completion as per the design requirements and specifications of the Project;
- The proponent working with the Contractor must have on hand a set of “red line” drawings on site at all times for the purposes of creating a set of accurate “as-built” drawings for submittal to the City upon completion and commissioning of the Project;
- Issue the Construction Completion Certificate upon rectification of all deficiencies; and
- The provision of project management, general engineering services and at the discretion of the City, full time construction supervision throughout the construction and commissioning of the Project in order to warrant successful completion of the Project as per the accepted design.

3.4 Resident Engineering during Construction

Resident engineering services during construction shall include the following:

- Provide construction layout as required;
- Conduct site inspections with City staff to confirm the work is being performed in accordance with the design and specifications;

- Working jointly with the Contractor and the City to implement a communications program responding to concerns during construction;
- Co-coordinate quality control testing with the City's contractor;
- Measure quantities of work completed;
- Document construction activities including photographic logs;
- Conduct a construction completion inspection of the works noting deficiencies;
- Inspect rectified deficiencies and issue the construction completion certificate;
- Collect "as-built" data as construction proceeds for record drawing purposes.

3.5 Post Construction Services

Post construction services shall include the following:

- Commissioning of the infrastructure and associated facility;
- Preparation and review of final payment and release of holdbacks in accordance with the Builders Lien Act;
- Preparation of Operational and Maintenance manuals;
- Preparation of QA/QC documentation prior to project completion;
- Preparation of "as built" constructed drawings. A digital copy of the drawings in a format acceptable to the City; and
- Issue a Final Acceptance Certificate or Total Completion Certificate once the Contractor has rectified the deficiencies noted.
- Warranty inspections at the half way point and at the end of the warranty period, as well as issuing of the FCC.

Schedule "B" - Proposal Content Requirements

Proponents should, at a minimum, include the following information in their Proposals.

Firm Detail

1. A brief description of your firm (including the history of the relevant offices from which you intend to service the City and any other information you consider relevant).

Relevant Experience

2. A description of your firm's experience within the past five (5) years with providing water main replacement services similar to those required by the City for the Project,
 - a) on behalf of municipalities; and
 - b) in Saskatchewan and/or in the City or surrounding area.
3. At least three (3) client references relating to your relevant experience, at least two (2) of which are municipalities or other government bodies or agencies.
4. Describe your firm's understanding of the anticipated challenges associated with the Project and suggested methods for dealing with such challenges. For example, how would your firm address replacement of water lines under sidewalks and driveways or working within existing easements.

Lead Personnel

5. Identify the lead personnel responsible to lead the delivery of the various service phases and their expected involvement in the Project. The City expects that each of the identified lead personnel will be licensed and in good standing to perform the services in Saskatchewan.
6. Describe the relevant experience of the lead personnel and include their resumes and professional designations.

Capacity

7. The City expects that you will have sufficient resources available to meet the service requirements of the City in a timely and efficient manner. Provide a brief description of your firm's other resources that will be assigned to the Project.

Sub-consultants

8. Provide the same information as provided for items 1-7 above (excluding 4.), for any sub-consultant that you propose to engage to provide the services.

Professional Liability Insurance

9. The City prefers that the successful proponent carries professional liability insurance in an amount of not less than \$5,000,000.00 per occurrence. Please confirm the amount of professional liability insurance your firm carries.

Fee Proposal

10. Proponents should provide a fee proposal which addresses the following:

- a) **Percentage-Based Fees:**

In connection with all the Services described in Schedule "B", please provide the percentage-based fees on the cost of construction that you are prepared to offer and describe any conditions or limitations applicable to such percentage fees.

b) Hourly Rates:

In connection with any Additional Services, as defined in the Master Services Agreement, please provide a complete schedule of all hourly rates for the lead personnel, any other professionals and any other service providers expected to work on the Project, exclusive of GST. Also indicate the duration that the hourly rates will remain in effect for.

If hourly rates are to be adjusted for future years, in the event the City exercises its option to extend the Master Services Agreement to 2020 or 2021, how would such rates be adjusted and describe whether they would be subject to a not-to-exceed escalation factor.

c) Reimbursable Expenses:

Please describe any other reimbursable expense categories and any proposed mark-up. The City prefers that no mark-up is proposed for reimbursable expenses.

11. The City is interested in considering any value-added services a proponent may have to offer.

Exceptions to Services Agreement Terms

12. A detailed description of any exceptions or additions to the Master Services Agreement should be clearly set out in a proponent's proposal. The City will assume, in the absence of any such exceptions or additions, that the proponent accepts the form of Master Services Agreement.

Conflict of Interest Disclosure

13. Disclose any actual or potential conflicts of interest that may exist between your firm, its management, employees, or proposed sub-consultants and the City, its members of Council, management, or employees, and the nature of such conflict of interest. If a proponent has no such conflict of interest, a statement to that effect should be included in its proposal. The City employees are ineligible to participate, directly or indirectly, with any proponent or its team (including as a sub-consultant).

Confidentiality

14. Proponents are advised that as a city, Moose Jaw is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan), which provides a right of access to information in records under the control of a municipality. Proponents are advised that Moose Jaw may be required to disclose the RFP documents and a part or parts of any proposal in response to this RFP pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan).
15. Proponents are also advised that *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) does provide protection for confidential and proprietary business information; however, proponents are strongly advised to consult their own legal advisors as to the appropriate way in which confidential or proprietary business information should be marked as such in their proposal in response to this RFP. **Proponents should identify any information in their proposals that they consider to be confidential or proprietary business information.**

Schedule "C" – Form of Agreement

See attached.

ENGINEERING SERVICES AGREEMENT

SIGNED CONTRACT

THIS AGREEMENT IS MADE AS OF THE _____ DAY OF _____, 20_____.

BETWEEN:

THE CITY OF MOOSE JAW, being a municipal corporation incorporated pursuant to the provisions of *The Cities Act* (Saskatchewan) (the "City")

AND:

<NAME OF ENGINEER>, a corporation incorporated under the laws of _____ (the "Engineer")

INTRODUCTION:

- A. The City wishes to engage the Engineer to perform engineering services to complete a _____ and other activities as outlined in the document titled "Request for Proposals for _____ Services for _____" issued by the City of Moose Jaw.
- B. The Engineer has represented to the City that it possesses the expertise and personnel to perform the required Services.
- C. The Engineer agrees to accept the engagement and perform the Services on the terms contained in the Contract.

NOW THEREFORE the City and the Engineer agree as follows:

1. Contract Documents

The City and the Engineer agree to perform their respective obligations subject to and in accordance with the Contract Documents. This Contract consists of the following documents which are incorporated by reference and form part of this Contract:

- Schedule 1 - General Services Standards Requirements
- Schedule 2 - Service Order for _____
- Schedule 3 - Form of Service Order
- Schedule 4 - Payment Procedures
- Schedule 5 - General Conditions
- Schedule 6 - Site Rules

All capitalized terms used in this Signed Contract or any of the above Schedules, and not otherwise defined, shall have the meanings given to such terms in the Schedule of General Conditions.

2. Service Orders

- 2.1 The City initiated the order for Services relating to _____ by issuing and delivering to the Engineer the Service Order in the Form attached hereto as Schedule 2 and the Engineer has accepted such Service Order on the date hereof.

- 2.2 The City may initiate further orders for Services by issuing and delivering a written Service Order to the Engineer by facsimile, electronic mail or otherwise which, as applicable, specifies:
- (a) the scope of the Services required;
 - (b) the time in which the Services are to be completed; and
 - (c) any other relevant commercial terms.
- 2.3 The Engineer may accept a further Service Order by signing the Service Order or otherwise acknowledging its acceptance of the Service Order and delivering the signed Service Order or other acknowledgement to the City. The Engineer will be deemed to have accepted a Service Order by commencing the performance of the Services specified in such Service Order.

3. Performance of Services

- 3.1 The Engineer shall perform the Services described in any completed Service Order attached to this Contract, and any future Service Order issued by the City and accepted by the Engineer from time to time.
- 3.2 Nothing in this Contract commits the Engineer to perform any services until a Service Order has been issued by the City and accepted by the Engineer.

4. Allocation of Assignments

- 4.1 This Contract does not guarantee that the Engineer will be engaged to provide any other Services to the City. The Engineer acknowledges that the City may allocate assignments in its sole discretion. The Engineer acknowledges that the City may also request further proposals for specific assignments from the Engineer.
- 4.2 Nothing in this Contract is intended to limit the City's ability to engage any other engineer to perform any services for the City, or to undertake any other procurement or selection process in respect of identifying and engaging any other engineer to perform any services for the City.

5. Time for Performance of the Services

The Engineer agrees to perform the Services in a diligent and timely manner and in accordance with the milestones contemplated in this Contract, including in any Service Order.

6. Compensation

The City agrees to pay the Engineer the Contract Charges for performing the Services, in accordance with the terms of this Contract.

7. Term and Termination

This Contract shall remain in effect until the ____ day of ____, 20__, unless terminated earlier or renewed in accordance with its terms. The termination or expiry of this Contract shall not affect any Service Orders then in effect, and all such Service Orders shall remain subject to all of the terms and conditions of this Contract. No termination or expiration of this Contract shall release either the City or the Engineer from any obligation or claims arising prior to termination or expiration.

8. Option to Extend

Subject to the satisfactory performance of the Engineer, the City may, at its sole option, elect to extend the term of this Contract for up to an additional two years. The City shall provide the Engineer with notice in writing of its intention to extend the term.

9. Notices

All notices of claims or any notice terminating or cancelling this Contract or a Service Order shall be by personal delivery, by courier, by fax or by email to the addresses, fax numbers and email addresses set out below:

To the City:

To the Engineer:

Fax:

Fax:

Email:

Email:

Attention:

Attention:

10. Counterparts

This Contract may be executed in one or more counterparts and may be executed and delivered by facsimile or electronic mail. All the counterparts taken together constitute one and the same instrument when each of the Parties has signed a copy of it, whether the same or different copies.

THE PARTIES have executed this Contract as of the day and year written above.

THE CITY OF MOOSE JAW

[ENGINEER]

By:

By:

Name:

Name:

Title:

Title:

SCHEDULE 1

General Services Standards and Requirements

<Ie: The Engineer is expected to perform all work in compliance with Municipal, Provincial, and Federal Laws and Regulations.>

SCHEDULE 2

Service Order for [INSERT THE PROJECT NAME]

The Services provided by [INSERT NAME OF ENGINEER] (the "Engineer") under this Service Order are subject to and governed by Engineering Services Agreement dated _____ between the City of Moose Jaw (the "City") and the Engineer.

1. Description of Services:

The Services described in the Scope of Services Schedule attached to this Service Order.

2. Time for Completing Services:

Milestone/Deliverable	Completion/Delivery Date
1. Commencement of Services	<Date>
2. <Insert Milestone/Deliverable>	<Date>
3. <Insert Milestone/Deliverable>	<Date>
4. Completion of Services	<Date>

3. Amount Payable for Services:

Percentage fee of _____% of the cost of construction for the Works paid to the Works contractor (exclusive of any value-added taxes and any construction costs associated with any change order resulting from the Engineer's errors or omissions) in respect of the Services described in the Scope of Services Schedule;

– AND –

Reimbursable hours properly incurred by the Engineer, payable at the rates set out in the Rate Schedule attached to this Service Order in respect of any Additional Services.

4. Reimbursable Expenses

The City shall reimburse the Engineer for the following expenses reasonably incurred in the performance of the Services, at the Engineer's out-of-pocket cost, without mark-up:

- (a) reproduction of information, drawings, specifications, and other documents necessary to the Services;
- (b) courier and messenger services; and
- (c) other costs reasonably incurred by the Engineer where the Engineer has obtained the City's prior written approval.

The City will not reimburse the Engineer for any of the following expenses:

- (a) transport, subsistence, and lodging;
- (b) use of vehicles; or
- (c) long distance telephone and facsimile communications.

5. Invoicing: The Engineer will invoice the City:

In respect of percentage fee charged for the Services, monthly in arrears, in proportion to the Services performed, and apportioned as follows:

1. Project Management Services	_____%
2. Preliminary and Detailed Design Services	_____%
3. General Engineering During Construction Services	_____%
4. Construction Services	_____%
5. Post-Construction Services	_____%
6. Total Fee for such Services	100%

– AND –

Monthly in arrears, based on the reimbursable hours properly incurred by the Engineer during the preceding month in respect of any Additional Services, and.

6. Other Terms:

6.1 Key Personnel

The following are the key personnel assigned to perform the Services:

Position	Name
1.	
2.	

6.2 Sub-consultants

The following are the Sub-consultants authorized by the City to perform the Services:

Sub-consultant	Services
1. <Name of Sub-consultant>	<Services>
2. <Name of Sub-consultant>	<Services>

The City and the Engineer have agreed to this Service Order on _____, 20__.

THE CITY OF MOOSE JAW

[NAME OF ENGINEER]

By: _____
Name:
Title:

By: _____
Name:
Title:

By: _____
Name:
Title:

SCHEDULE 3

Form of Service Order

The Services provided by [INSERT NAME OF ENGINEER] (the "Engineer") under this Service Order are subject to and governed by Engineering Services Agreement dated _____ between the City of Moose Jaw (the "City") and the Engineer.

1. Description of Services:

2. Time for Completing Services:

Milestone/Deliverable	Completion/Delivery Date
1. Commencement of Services	<Date>
2. <Insert Milestone/Deliverable>	<Date>
3. <Insert Milestone/Deliverable>	<Date>
4. Completion of Services	<Date>

3. Amount Payable for Services: (select one)

lump sum price of \$ _____

- OR -

reimbursable hours properly incurred by the Engineer, payable at the rates set out in the Rate Schedule attached to this Service Order.

- OR -

percentage fee of _____% of the cost of construction for the Works paid to the Works contractor (exclusive of any value-added taxes and any construction costs associated with any change order resulting from the Engineer's errors or omissions).

4. Reimbursable Expenses

The City shall reimburse the Engineer for the following expenses reasonably incurred in the performance of the Services, at the Engineer's out-of-pocket cost, without mark-up:

- (a) reproduction of information, drawings, specifications, and other documents necessary to the Services;
- (b) courier and messenger services; and
- (c) other costs reasonably incurred by the Engineer where the Engineer has obtained the City's prior written approval.

The City will not reimburse the Engineer for any of the following expenses:

- (a) transport, subsistence, and lodging;
- (b) use of vehicles; or
- (c) long distance telephone and facsimile communications.

5. Invoicing: The Engineer may invoice the City: (select one)

upon complete performance of the Services;

– OR –

monthly in arrears, based on the reimbursable hours properly incurred by the Engineer during the preceding month;

– OR –

upon completion of the "Milestone/Deliverables" identified below, for the corresponding "Payment Amount."

Milestone/Deliverable	Completion/Delivery Date	Payment Amount
1. <Insert Milestone/Deliverable>	<Date>	\$<Amount>
2. <Insert Milestone/Deliverable>	<Date>	\$ <Amount>
Total		\$ <Amount>

6. Other Terms:

6.1 Key Personnel

The following are the key personnel assigned to perform the Services:

Position	Name
1. <Insert Position>	<Insert Name>
2. <Insert Position>	<Insert Name>

6.2 Sub-consultants

The following are the Sub-consultants authorized by the City to perform the Services:

Sub-consultant	Services
1. <Name of Sub-consultant>	<Services>
2. <Name of Sub-consultant>	<Services>

The City and the Engineer have agreed to this Service Order on _____, 20__.

THE CITY OF MOOSE JAW

[NAME OF ENGINEER]

By: _____
Name:
Title:

By: _____
Name:
Title:

By: _____
Name:
Title:

SCHEDULE 4

Payment Procedures

1. Currency

All references to currency in this Contract, unless otherwise specifically stated, are references to legal tender of Canada.

2. Invoices

- (1) The Engineer may invoice the City in accordance with the applicable invoicing provisions set out in a Service Order.
- (2) The Engineer shall submit its invoices to the City in a form satisfactory to the City and shall submit with each invoice any further documentation and information, including, without limitation, time sheets and expense reports, as the City reasonably requires.
- (3) If required by the City, the Engineer shall, at the time of submitting its invoice, deliver a progress schedule in writing describing all the Services completed during the period in respect of which the application for payment is made.
- (4) Subject to the City's right to question in good faith the Engineer's invoice, payment for the Services will be due 30 days following the receipt by the City of the Engineer's invoice, together with correct and complete backup documentation, provided the Engineer is otherwise in compliance with this Contract.
- (5) If any part of an invoice submitted by the Engineer is contested by the City, the City shall give prompt written notice with reasons and shall not delay payment of the undisputed remainder of the invoice.

3. Builders' Lien Holdback

Where *The Builders' Lien Act* (Saskatchewan) applies to the Services, each payment to the Engineer is subject to a 10% builders' lien holdback. The City shall retain and release the holdback subject to and in accordance with *The Builders' Lien Act* (Saskatchewan) and this Contract.

4. Taxes

- (1) The Contract Charges are exclusive of any applicable PST and GST required to be levied on the Contract Charges.
- (2) If the Engineer is not a licensed Saskatchewan PST vendor, the City shall self-assess and remit all applicable PST.
- (3) If the Engineer is not a licensed GST registrant, the City shall self-assess and remit all applicable GST.
- (4) If the Engineer is a licensed Saskatchewan PST vendor or GST registrant (or both), the Engineer shall: (a) specify any applicable PST or GST (or both) on each invoice; (b) promptly pay or remit

to the appropriate governmental authority when due all applicable PST and GST; (c) provide the City upon request with appropriate clearance certificates regarding the payment of all such PST or GST (or both) from time to time; and (d) indemnify and save harmless the City from all such PST and GST including interest and penalties.

- (5) The Engineer shall indemnify and save harmless the City from and against liability incurred by the City for all PST, excise taxes, duties, withholding taxes, workers' compensation assessments or other charges (including penalties and interest) relating to the performance of the Services that are payable by the Engineer to any Authority.
- (6) If the Engineer is a "non-resident of Canada," as defined in the *Income Tax Act* (Canada) and performs any services in Canada under this Contract, unless the Engineer provides the City with a waiver exempting the Engineer from remitting the prescribed withholding tax pursuant to the *Income Tax Act* (Canada) in respect of such services provided in Canada, the City shall be entitled to retain and remit the prescribed percentage withholding tax based on: (a) the portion of the Contract Charges allocated to the value of the services being performed in Canada; or (b) the entire Contract Charges where this Contract does not allocate a specific value to the services performed in Canada. The Engineer shall indemnify and save harmless the City from and against all liability for the payment of withholding taxes, penalties and interest payable by the City pursuant to the *Income Tax Act* (Canada) that relate to the performance of the services in Canada.

5. Full Compensation

Except as otherwise expressly provided in the Contract Documents, the Engineer accepts the Contract Charges as full compensation for everything furnished and done by the Engineer under this Contract and fulfillment of all of the Engineer's obligations under this Contract, including all Services required but not included in the specifically mentioned items of Services.

6. Records

The Engineer shall maintain, by generally accepted accounting methods, time sheets and records of reimbursable expenses. The Engineer shall make its books and records pertaining to the Services performed on an hourly rate basis and reimbursable expenses available for the City's audit and inspection upon request for a period of two (2) years following completion of the Services or termination of this Contract. The City shall be entitled to take and retain copies of such books and records.

7. Set-off

Notwithstanding any other provision of this Contract, the City may withhold, set-off or deduct from any amount otherwise due to the Engineer on any application for payment, any amount that is reasonably necessary to reimburse, indemnify or protect the City from any loss or damage resulting from or attributable to the Engineer's breach of this Contract, or to reimburse the City for any amounts otherwise due and payable by the Engineer to the City under or arising from this Contract.

SCHEDULE 5

General Conditions

1. DEFINITIONS AND INTERPRETATION

1.1 Definitions

In this Contract, unless the context otherwise requires

- (1) "**Additional Services**" means those professional services which are not contemplated at the time of execution of the Contract, but which with the written consent of the City and Engineer are subsequently added to, or which adjust, the scope of Services outlined any Scope of Services Schedule;
- (2) "**Authority**" means any:
 - (a) government or government department;
 - (b) municipality, local government authority or council;
 - (c) government or statutory authority;
 - (d) judicial body, commission, board, tribunal or agency; or
 - (e) other person or body (excluding the City);Having jurisdiction or authority in any way over the subject matter of this Contract including a right to impose a requirement or whose consent is required with respect to the Works;
- (3) "**Business Day**" means a day that is not a Saturday, Sunday, or statutory holiday in the Province of Saskatchewan;
- (4) "**Change to the Services**" means any addition, deletion or modification of, or to, part or all of the Services that is consistent with the general scope of the Contract Documents;
- (5) "**Change Order**" means the document executed by the Parties for the purpose of documenting the provision of any Additional Services;
- (6) "**City Material**" means any Design Criteria, drawings, data, plans, reports, studies, or other documents, whether in physical or electronic form, provided by or on behalf of the City to the Engineer for the purposes of this Contract (including any such documents provided on behalf of the City by other third parties);
- (7) "**Claim**" means any demand, claim, action, suit or legal proceeding of any nature;
- (8) "**Confidential Information**" means the Contract Documents, any City Material and any information (in whatever form) which relates to the business, affairs, technologies, systems or activities of the City or the design, functionality, equipment, management, costs or progress of the Project, and including all information of third parties provided by or on behalf of the City to the Engineer or its Personnel;

- (9) "**Contract**" or "**Contract Documents**" means the Signed Contract, together with:
- (a) all of the schedules attached to the Signed Contract and all documents incorporated by reference or referred to in those schedules;
 - (b) all Service Orders issued by the City and accepted by the Engineer;
 - (c) all Change Orders; and
 - (d) all other amendments to the Contract Documents from time to time, executed in accordance with section 10.5;
- (10) "**Contract Charges**" means: (a) for Services performed on a "time and materials" basis, those fees and reimbursable expenses identified in the Service Order earned by the Engineer for the performance of the Services; (b) for Services performed on a "lump sum" basis, the lump sum price set out in the corresponding Service Order; and (c) for Services performed on a "percentage of construction cost" basis, the amount calculated by multiplying the percentage fee by the cost of construction as set out in the corresponding Service Order;
- (11) "**Contract Date**" means the effective date of this Contract set forth in the Signed Contract;
- (12) "**Contract IP**" means all Intellectual Property Rights created, discovered or conceived of by the Engineer's Personnel and coming into existence pursuant to, as a result of, or for the purpose of, or in connection with, or used in the performance of the Services or performance of the Contract, including without limitation, any Engineering Material;
- (13) "**Design Criteria**" means the performance requirements, specifications and budgets used for the basis of the design for the Works which are either set forth in, annexed to, or referred to in the Contract Documents (including any Service Order) or otherwise provided to the Engineer by or on behalf of the City or developed by the Engineer;
- (14) "**Engineer IP**" means the Intellectual Property Rights of the Engineer which are in existence at the Contract Date;
- (15) "**Engineering Material**" means all drawings, surveys, specifications, designs, data, plans, reports, studies, calculations or other documents, whether in physical or electronic form, which are collected, compiled, produced, prepared or delivered by or on behalf of the Engineer under this Contract;
- (16) "**GST**" means the tax payable under Part IX of the *Excise Tax Act* (Canada);
- (17) "**Intellectual Property Rights**" includes all industrial and intellectual property rights whether protected or protectable by statute, at common law or in equity, including all copyright and similar rights which may subsist on or after the Contract Date in copyrightable works, rights in relation to inventions (including all patents and patent applications), trade secrets and know-how and rights in relation to designs (whether or not registerable);
- (18) "**Laws**" includes:
- (a) federal, provincial and local government legislation including regulations and by-laws;

- (b) legislation of any jurisdiction other than those referred to in section 1.1(18)(a) with which the Engineer must comply;
 - (c) common law and equity;
 - (d) judgments, decrees, writs, administrative interpretations, guidelines, building codes, policies, injunctions, orders or the like, of any Authority with which the Engineer is legally required to comply; and
 - (e) Authority requirements and consents, certificates, licenses, permits and approvals (including conditions in respect of those consents, certificates, licenses, permits and approvals);
- (19) "**Party**" means either the City or the Engineer as the context dictates and "**Parties**" means both the City and the Engineer;
- (20) "**Personnel**" means:
- (a) in relation to the Engineer, any of its directors, officers, employees, agents, Sub-consultants and the Sub-consultants' directors, officers, employees or agents;
 - (b) in relation to the City, any of its members of City council, officers, employees or agents;
- (21) "**PST**" means the tax payable under *The Provincial Sales Tax Act* (Saskatchewan);
- (22) "**Services**" means all (or part, where the context requires) of the services that the Engineer is required by the Contract Documents to perform in order to comply with all of its contractual obligations, including all of the services and obligations described in any Service Order;
- (23) "**Service Order**" means an order for the Services substantially in the form set out in the Schedule of Service Order for Replacement of Water Mains or Schedule of Form of Service Order, issued by the City and accepted by the Engineer in accordance with section 2 of the Signed Contract;
- (24) "**Signed Contract**" means the formal instrument of agreement forming part of this Contract;
- (25) "**Site**" means any premises owned or controlled by the City where the Services are to be performed;
- (26) "**Site Services**" has the meaning given in section 1 of the Schedule of Site Rules;
- (27) "**Sub-consultant**" means any registered professional engineer, architect, other specialist, or any other sub-consultant engaged by the Engineer in connection with the provision of the Services;
- (28) "**Works**" means the physical works that are to be constructed or supplied by the Works Contractor in accordance with the Engineering Material; and
- (29) "**Works Contractor**" means the contractor engaged by the City to construct or supply the Works in accordance with the Engineering Material.

Other terms defined and employed herein shall, except where the contrary is specifically indicated, have the meaning ascribed to them elsewhere in the Contract Documents.

1.2 Interpretation

Unless the context otherwise requires, in this Contract:

- (1) a reference to a section means a section of the particular Contract Document in which the reference occurs;
- (2) a reference to this Contract includes any schedule, appendix or exhibit to this Contract;
- (3) the word "including" means "including without limitation" and "include" and, "includes" will be construed similarly;
- (4) the singular includes the plural and conversely;
- (5) a gender includes all genders;
- (6) a reference to any legislation or legislative provision includes any statutory modification or re-enactment of it, a legislative provision substituted for it and any regulation, subordinate legislation or other statutory instrument issued under that legislation or legislative provision;
- (7) a reference to "\$", "CAD" or "dollar" is to the currency of Canada;
- (8) a reference to time is to local time in Moose Jaw, Saskatchewan;
- (9) headings are for convenience only and do not affect interpretation of this Contract;
- (10) the Contract Documents are complementary, and what is required by one will be binding as if required by all;
- (11) words and abbreviations with well-known technical or trade meanings are used in the Contract Documents in accordance with such recognized meanings; and
- (12) no rule of construction applies to the disadvantage of a Party on the basis that the Party put forward this Contract or any part of it.

2. THE SERVICES

2.1 General Requirements

The Engineer shall:

- (1) have complete control over the proper performance of the Services and all its Personnel involved in the Services, including approved Sub-consultants, if any, and shall be entirely responsible for the compliance with this Contract by all such Personnel;
- (2) properly perform and complete the Services with diligence, skill and care to their completion within the time set forth in any applicable Service Order;
- (3) ensure that the Services are performed under the supervision of appropriately qualified and experienced Personnel and ensure that all Personnel engaged in performing the Services will be appropriately qualified and experienced for the tasks assigned to them;

- (4) not change any of the key personnel assigned to perform the Services, as indicated in the applicable Service Order, without the City's consent, which consent shall not be unreasonably withheld;
- (5) at all times act in good faith and in the best interest of the City in the performance of the Services;
- (6) comply with the terms of the Schedule of Site Rules to the extent that Services are being performed at a Site;
- (7) to the extent that the City has paid all undisputed amounts of the Contract Charges in accordance with the Schedule of Payment Procedures, pay and satisfy or cause to be paid and satisfied all proper invoices, claims and accounts of Sub-consultants, and any and all other persons, firms or corporations employed, directly or indirectly, by the Engineer or Sub-consultants in connection with the Services;
- (8) where the Services are not being performed on a lump-sum basis or percentage fee basis, shall perform the Services so as to minimize the Contract Charges payable to the Engineer by the City, and all other costs to the City in completing the Works; and
- (9) do and fulfill all things indicated or reasonably contemplated by this Contract.

2.2 Design and Quality Requirements

The Engineer acknowledges and agrees that:

- (1) all engineering and design Services will be performed in a professional, well-engineered and well-designed manner: (a) in accordance with the degree of care, skill and diligence which is normally exercised by good industry professionals providing comparable services in respect of projects of a similar nature; and (b) consistent with the City's objective and design requirements for the Works indicated in the Contract Documents or the Design Criteria;
- (2) the Engineering Material must conform to and satisfy the Design Criteria;
- (3) the Engineering Material must be free from defects in design;
- (4) the Engineering Material must be complete and sufficient so as to permit construction or supply of the Works by the Works Contractor;
- (5) the Works, if constructed or supplied in accordance with the Engineering Material, will satisfy the Design Criteria and will be fit and suited for the City's purpose and use specified in the Contract Documents; and
- (6) all Services, other than engineering and design Services, must be performed by the Engineer in accordance with the requirements of the Contract Documents and currently accepted prudent industry standards and practices for comparable services in respect of projects of a similar nature and having regard to the requirements of this Contract.

2.3 Compliance with Laws

The Engineer shall:

- (1) ensure that the Engineering Material complies with applicable Laws;
- (2) comply with all applicable Laws in performing the Services and its obligations under this Contract;
and
- (3) provide the City with evidence of compliance with Laws when the City reasonably requests.

2.4 Verification of City Material

- (1) The Engineer shall review, verify and satisfy itself as to the accuracy, sufficiency and completeness of all City Material except any City Material the Engineer is directed in writing by the City not to review or verify.
- (2) Where the Engineer becomes aware of any, or the real likelihood of any, inaccuracy, incompleteness, error, ambiguity, inconsistency or any other deficiency in any City Material, the Engineer must give notice to the City as soon as reasonably practicable setting out the details of the inaccuracy, incompleteness, error, ambiguity, inconsistency or deficiency in the City Material.

2.5 Preparation and Review of Engineering Material

- (1) The Engineer must ensure that where required by Laws, all Engineering Material is prepared or accepted by Personnel with appropriate professional qualifications and membership in appropriate professional associations. Without limiting the foregoing, all Engineering Material must, to the extent required by Laws, be reviewed, sealed or stamped by professional engineers registered to practice professional engineering in Saskatchewan.
- (2) The Engineer must:
 - (a) give the City copies of all Engineering Material (including amended versions) in an orderly and timely fashion as directed by the City to facilitate the City's review of such Engineering Material;
 - (b) unless otherwise specified in the Contract Documents, allow not less than seven (7) days for the City to review the Engineering Material; and
 - (c) if any Engineering Material is rejected, submit amended Engineering Material to the City for review, in which case this section 2.5(2) will reapply.
- (3) No review of, comments upon, approval or rejection of, or failure to review or comment upon or approve or reject, any aspect of the Services or any Engineering Material by or on behalf of the City shall:
 - (a) relieve the Engineer from, or alter or affect, the Engineer's liabilities or responsibilities whether arising out of or in connection with this Contract or otherwise according to Laws; or
 - (b) prejudice the City's rights against the Engineer whether arising out of or in connection with this Contract or otherwise according to Laws.

2.6 Additional Information

The Engineer acknowledges that, other than as expressly provided elsewhere in the Contract, it is the Engineer's responsibility to make all enquiries and obtain all information relevant to and necessary for the performance of the Services.

2.7 Additional Instructions

The City may provide the Engineer with additional instructions as necessary for the performance of the Services. All such additional instructions must be consistent with the general scope and intent of the Contract Documents and the Services must be performed in accordance with such additional instructions. In giving such additional instructions, the City may make minor changes in the Services, not inconsistent with the general scope and intent of the Contract Documents.

2.8 Reporting Obligations

The Engineer shall give the City such reports concerning the progress of the Services in such form and within such time as the City may reasonably require.

2.9 Limitation of Engineer's Responsibility

The Engineer shall not be responsible for:

- (1) the Works Contractor's failure to supply or construct the Works in accordance with the Engineering Materials; and
- (2) the construction methods, means, techniques, sequences or procedures of the Works Contractor in constructing the Works;

provided however, the limitations listed in this section 2.9 shall not excuse the Engineer from its own negligence, the negligence of its Personnel or any breach of this Contract by the Engineer.

2.10 Inspection

During the Engineer's performance of the Services and during construction or execution of the Works, the City shall be entitled at all times to inspect and review the performance of the Services, but such inspection and review shall not relieve the Engineer from its responsibilities for the proper performance of the Services.

2.11 Remedial Services

During the Engineer's performance of the Services and during construction or execution of the Works, the Engineer shall, at the Engineer's expense, re-perform any Services necessary to correct any errors, omissions, defects or deficiencies in the Services, including in the Engineering Material. Such remedial Services are not considered Additional Services.

2.12 Removal of Personnel

The City may require the Engineer to remove and replace any of its Personnel from performing any part of the Services, whom, in the City's reasonable opinion is not qualified to perform the job to which they have been assigned, is engaging in improper conduct, or is not following an applicable Contract provision.

3. CHANGES TO THE SERVICES

3.1 Additional Services

- (1) Before proceeding with any Additional Services, the Engineer shall obtain the City's written approval in the form of a Change Order or an amendment to this Contract. The City is not liable for payment for Additional Services without a Change Order or written amendment to this Contract.
- (2) Unless the City and the Engineer agree otherwise, the Engineer shall perform the Additional Services required by a Change Order at the hourly rates identified in the applicable Service Order.

3.2 Scope Reduction

- (1) Notwithstanding any other provision of the Contract, the City may unilaterally reduce the scope of Services to be performed by the Engineer under a Service Order by delivering a written direction to that effect to the Engineer.
- (2) If the scope of Services under a Service Order is reduced by the City pursuant to section 3.2(1), the Engineer shall be entitled to payment of fees earned and reimbursable expenses incurred, to the date of the written notice delivered pursuant to section 3.2(1) on account of the Services which were removed from the scope of Services, together with any expenses arising from the termination of sub-consultants necessitated by the scope of Services reduction.
- (3) Except for the right to receive the compensation specified in section 3.2(2), the Engineer shall have no other Claim against the City for losses it may suffer or incur in relation to the reduction in the scope of Services.

4. INTELLECTUAL PROPERTY

4.1 Contract IP

- (1) The Engineer agrees that all the Contract IP, if any, will be vested in the City and will be the City's property as and when created, discovered or conceived of by or on behalf of the Engineer. The Engineer assigns all rights, title and interest in and to the Contract IP including the Engineering Material (whether created before, on or after the Contract Date) to the City.
- (2) The Engineer waives, and shall ensure that its Personnel waive, in favor of the City, all moral rights pursuant to the *Copyright Act* (Canada) or otherwise, in respect of any Contract IP produced pursuant to the Contract.
- (3) On the City's request, the Engineer must execute any formal assignment or other document required to give effect to this section 4.1.

4.2 Engineer IP

- (1) Notwithstanding section 4.1, the City acknowledges that the Engineer remains the owner of all the Engineer IP and that nothing in the Contract prevents, limits or restricts the Engineer's subsequent use or exploitation of the Engineer IP.
- (2) The Engineer grants to the City a fully paid, non-exclusive, transferable, worldwide, royalty free, irrevocable, perpetual right and license to use the Engineer IP for the purposes of constructing, using, operating, repairing, making or having made, maintaining, upgrading, enhancing, altering or otherwise dealing with the Works (or any part of the Works) or any purpose associated with the further development of improvements on the Site.

4.3 Engineer Warranty

The Engineer warrants that the Engineering Material will not infringe the Intellectual Property Rights of any third party. The Engineer must obtain from any third party involved in the creation, discovery or conception of, or whose Intellectual Property Rights forms part of, the Contract IP or the Engineering Material, all necessary consents to ensure the City does not infringe any Intellectual Property Rights.

4.4 Indemnity

The Engineer shall indemnify the City and its Personnel against any Claim, whether direct or indirect, by any person against the City or its Personnel alleging that the Contract IP or the Engineering Material and/or the use thereof by the City, or by another person at the direction of the City, infringes any Intellectual Property Right.

5. CONFIDENTIALITY

5.1 Obligation and Confidentiality

Each Party undertakes and agrees to hold in strict confidence all Confidential Information received from the other Party and not to:

- (1) disclose or permit or cause that Confidential Information to be disclosed to any person other than any of its own Personnel or professional advisors who reasonably require access to the Confidential Information, except and solely to the extent permitted or required by the Contract; and
- (2) to make use of that Confidential Information (including duplicating, reproducing, distributing, disseminating or directly or indirectly deriving information from the Confidential Information), except and solely to the extent permitted or required by the Contract;

unless the Party receiving the Confidential Information has obtained the prior written consent of the Party disclosing it to do so (which consent may be withheld by the disclosing Party in its discretion or given on such terms as it sees fit).

5.2 Exceptions

Section 5.1 does not apply to:

- (1) Confidential Information that is publicly available at the Contract Date; or

- (2) Confidential Information that becomes publicly available after the Contract Date without breach of the Contract; or
- (3) Confidential Information that the receiving Party obtained from a third party without breach by that person of any obligation of confidence concerning that Confidential Information; or
- (4) Confidential Information that was already in the receiving Party's possession (as evidenced by written records) when provided to it by or on behalf of the disclosing Party or which was independently developed (as evidenced by written records) by the receiving Party without the Confidential Information disclosed by the disclosing Party; or
- (5) the disclosure of Confidential Information by the receiving Party in order to comply with any applicable Laws or legally binding order of any Authority or rule of any recognized stock exchange on which it or any of its Affiliates is listed, as long as: (i) prior to such disclosure the receiving Party gives notice to the disclosing Party with full particulars of the proposed disclosure; (ii) the receiving Party only discloses such Confidential Information as it is advised by legal counsel is legally required to be disclosed; and (iii) the receiving Party takes reasonable steps to obtain assurances that confidential treatment will be afforded the Confidential Information so disclosed.

A Party receiving Confidential Information may only rely on one of the above exceptions if it first provides the disclosing Party with 10 days' written notice of its intention to rely on a specified exception including, where applicable, written support for its reliance on the specified exception.

Confidential Information shall not be deemed subject to any of the above exceptions merely because such Confidential Information may be included within more general disclosures in the public knowledge or literature or in the possession of the receiving Party. Confidential Information shall not be deemed subject to any of the above exceptions merely because all discrete parts or portions thereof are separately in the public knowledge or literature or in the possession of the receiving Party.

5.3 Freedom of Information and Protection of Privacy Act

Notwithstanding any other provision within this Contract or the termination or expiry of this Contract, the Engineer acknowledges that all information and records compiled or created under this Contract which are in the custody of the Engineer are subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan). If a request is received for any of these records from the City, the Engineer shall forward all responsive information and records to the City within five (5) calendar days of receipt of notice from the City.

6. TERMINATION AND CANCELLATION

6.1 Termination for Cause

- (1) The City may terminate any Service Order by providing written notice to the Engineer if the Engineer fails to comply with this Contract.
- (2) If the City terminates a Service Order pursuant to this section 6.1, or if the Engineer repudiates this Contract, then the Engineer's entitlement to receive any further payment on account of the Contract Charges shall be subject to any other rights the City may have under this Contract or at law or in equity.

6.2 Cancellation by the City

The City may cancel any Service Order, without cause, by providing written notice to the Engineer. Upon such cancellation, the City shall pay to the Engineer the portion of the Contract Charges earned and reimbursable expenses incurred to the date of cancellation. The City will have no further liability to the Engineer in relation to such cancellation.

6.3 Rights on Termination or Cancellation

Upon termination or cancellation of any Service Order, the Engineer shall immediately deliver to the City all Engineering Material relating to the Service Order being terminated, as the case may be, as they exist on the date of termination (as the case may be) or in such other form as the City may reasonably require. The Engineer's obligations under this section 6.3 shall survive the termination or expiration of this Contract for any reason whatsoever.

6.4 Limitation of Liability for Termination

Except as otherwise expressly provided elsewhere in this Contract, the City is in no way liable to the Engineer for any loss or damages in any manner based upon, arising out of, resulting from or attributable to any cancellation of this Contract or any Service Order or any termination by the City of this Contract or any Service Order, including, without limitation, for any damages for loss of profit, loss of revenue or loss of anticipated business suffered or incurred by the Engineer.

7. LIENS

7.1 Discharge of Liens

If the City receives written notice of any lien or charge, or if any lien is recorded by any of the Engineer's Personnel against a Site, the Engineer shall promptly cause the lien or charge to be discharged and removed or make other financial arrangements so as to fully protect the interest of the City as the City approves.

7.2 Notification and Indemnity

The Engineer shall promptly inform the City of any lien made by any of the Engineer's Personnel, whether recorded or otherwise, or any pending lien of which it becomes aware. The Engineer shall indemnify and protect the City against any liability, losses, costs, damages and expenses incurred in connection with any such lien or charge claimed or recorded.

7.3 The City's Right to Make Payments

The City shall, after giving at least five (5) days' written notice to the Engineer of its intention to do so, be entitled to employ any money then due or to become due to the Engineer under this Contract in order to discharge such lien or charge by: (a) posting a bond or other security (including security for costs); (b) paying the amount claimed into court; or (c) payment directly to the lien or charge claimant of the undisputed amount of the lien; provided that such lien does not arise as a direct result of the City's failure to pay the Engineer in accordance with the terms of this Contract. The City's use of money to discharge any lien or charge as claimed or recorded, discharges the City's liability under this Contract to pay the Engineer the Contract Charges, to the extent of the money so used.

8. INSURANCE AND LIABILITY

8.1 Engineer's Insurance

- (1) The Engineer agrees to maintain in force during the performance of the Services and for at least three (3) years after completion or termination of the Services, at its own expense, the following insurance policies with limits not less than those stated below:
 - (a) Corporate professional liability insurance, with a limit of not less than \$5,000,000 per claim and \$5,000,000 in the aggregate within any policy year;
 - (b) Automobile liability insurance, with a combined single limit of not less than \$5,000,000 for each occurrence of bodily injury (including passenger hazard), and property damage. Such insurance shall cover all owned, hired or non-owned motor vehicles; and
 - (c) Commercial general liability insurance, with a limit of not less than \$5,000,000 for each occurrence of personal injury, bodily injury (and death) and property damage.
- (2) The insurance obtained by the Engineer pursuant to section 8.1(1) shall be provided in accordance with the following terms and conditions:
 - (a) The Engineer shall provide the City with a certificate of insurance prior to commencement of the Services evidencing that the insurance required under section 8.1(1) has been obtained, with reliable insurers satisfactory to both Parties and evidencing all applicable endorsements required pursuant to this section 8.1(2);
 - (b) Each insurance policy shall provide that 30 days prior written notice shall be given to the City of any cancellation of any such policy or policies;
 - (c) The City and its Personnel will be included as an additional insured with respect to the insurance policies described in sections 8.1(1)(b) and 8.1(1)(c) and the Engineer's operations under this Contract.
 - (d) The Engineer shall make the policies of insurance which it carries pursuant to section 8.1(1) available for inspection upon request by the City.

8.2 Limitation of Liability

- (1) The Engineer's liability for Claims for acts or omissions constituting professional negligence which the City has or may have against the Engineer or the Engineer's Personnel arising in any way out of or related to the professional duties or responsibilities of the Engineer pursuant to this Contract, whether such Claims arise in contract, tort, negligence, or under any other theory of liability, shall be limited to the amount specified in section 8.1(1)(a) of this Contract.
- (2) The liability of each Party with respect to a Claim against each other is limited to direct damages only and neither Party will have any liability whatsoever for consequential or indirect loss or damage (such as, but not limited to, claims for loss of profit, revenue, production, business, contracts or opportunity and increased cost of capital or financing) incurred by the other Party.

9. ASSIGNMENT AND SUB-CONSULTANTS

9.1 No Assignment by Engineer

- (1) This Contract is not assignable, in whole or in part by the Engineer (including any subcontract, except for any Sub-consultant expressly identified in the Contract Documents), without the prior written consent of the City. Any attempt to assign the rights, duties or obligations of this Contract without the City's prior written consent is void.
- (2) The Engineer's liability and obligations under this Contract are not diminished or otherwise affected by any permitted subcontracting of the performance of any part of the Services. The Engineer is liable to the City for the acts and omissions of its Personnel, including any Sub-consultant permitted by this Contract, as if they were acts and omissions of the Engineer.

9.2 Assignment by the City

- (1) The City may assign this Contract to any third party, without prior written approval of the Engineer, if:
 - (a) the proposed assignee agrees in writing with the Engineer to comply with, and be bound by, this Contract as if it were an original party to this Contract; and
 - (b) all outstanding amounts properly due and owing to the Engineer at that time have been paid.
- (2) Any assignment of this Contract by the City shall release the City from all obligations or liabilities to the Engineer under this Contract which arise on or after the effective date of the assignment.

10. GENERAL

10.1 Law of the Contract

- (1) This Contract is governed by the Laws in force in Saskatchewan and the laws of Canada applicable in Saskatchewan.
- (2) Each Party:
 - (a) irrevocably and unconditionally submits to and accepts the exclusive jurisdiction of the courts exercising jurisdiction in Saskatchewan, and any court that may hear appeals from any of those courts, for any proceeding in connection with this Contract, subject to the right to enforce a judgement obtained in any of those courts in any other jurisdiction; and
 - (b) irrevocably waives any objection to the venue of any legal process commenced in the courts of Saskatchewan on the basis that the process has been brought in an inconvenient forum.

10.2 Notice

- (1) Unless otherwise specified in the Contract, any notice, demand, consent or other communication ("Notice") given or made pursuant to the Contract must be in writing, signed by an authorized representative and delivered in accordance with Article 9 of the Signed Contract.
- (2) A Notice will be taken to be duly given:
 - (a) in the case of personal delivery or delivery by courier, when delivered;
 - (b) if mailed, on the date three (3) Business Days after the date of dispatch;
 - (c) in the case of facsimile, on receipt by the sender of a transmission control report from the dispatching machine showing the relevant number of pages and the correct destination fax machine number or name of the recipient and indicating that the transmission has been made without error; or
 - (d) in the case of email, only when receipt of the email is acknowledged by an addressee, but if the result is that a Notice would be taken to be given or made on a day that is not a Business Day or the Notice is sent or is later than 4:00 pm (local time) it will be taken to have been duly given or made at the commencement of business on the next Business Day.

10.3 Nature of the Relationship

- (1) Except as otherwise expressly provided in the Contract Documents, nothing in this Contract constitutes a joint venture, agency, partnership or other fiduciary relationship between the City and the Engineer.
- (2) The Engineer acknowledges that except as otherwise expressly provided in the Contract Documents, or with the prior written approval of the City, the Engineer has no authority to bind the City.
- (3) Except as otherwise expressly provided in the Contract Documents, at all times when performing its obligations under this Contract, the Engineer is deemed to be an independent contractor and not an employee or agent of the City.
- (4) The Engineer must not act outside the scope of the authority (if any) conferred on it under this Contract in performing any Services.

10.4 Severability

- (1) If any provision in this Contract is unenforceable, illegal or void then it is severed and the rest of this Contract remains in force.
- (2) Where a provision of this Contract is prohibited or unenforceable, the Parties must negotiate in good faith to replace the invalid provision by a provision which is in accordance with applicable Laws and which must be as close as possible to the Parties' original intent and appropriate consequential amendments (if any) will be made to this Contract.

10.5 Amendment and Variation

Except as expressly provided otherwise in this Contract, this Contract may not be amended, modified, varied or supplemented except in writing signed by the Parties.

10.6 Conflict of Interest

The Engineer and its Personnel:

- (1) shall conduct their duties related to this Contract and any Service Order with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality into question;
- (2) shall not influence, seek to influence, or otherwise take part in a decision of the City, knowing that the decision might affect their private interests;
- (3) shall not accept any commission, discount, allowance, payment, gift or other benefit that is connected, directly or indirectly, with the performance of their duties related to this Contract or any Service Order or, that causes, or would appear to cause, a conflict of interest; and
- (4) shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Contract or any Service Order, and if such financial interest arises during the term of this Contract or any Service Order, the Engineer shall promptly declare it to the City.

10.7 Entire Agreement

This Contract constitutes the entire agreement between the Parties in respect of its subject matter and supersedes all prior agreements, proposals or tender submissions, quotation requests, understandings, representations, warranties, promises, statements, negotiations, letters and documents in respect of its subject matter (if any) made or given prior to the Contract Date.

10.8 Remedies Cumulative

Except as may be otherwise specifically provided in this Contract, the rights and remedies under this Contract are cumulative and are not exclusive of any rights or remedies the Parties may have, whether under this Contract, at law, in equity or otherwise.

10.9 Survivorship

All provisions of this Contract which expressly or by their nature survive the termination of this Contract or the completion of the Services will continue in full force and effect after any termination or cancellation of this Contract or a Service Order, or completion of the Services.

SCHEDULE 6

Site Rules

1. Site Services Conditions

To the extent any of the Engineer's Personnel must attend the Site to perform any Services ("Site Services"), the following provisions apply.

- (1) The Engineer shall, and shall require its Personnel to, use and provide reasonable precautions, safeguards and protection against damage to any property or injuries to any person during or resulting from the Services performed at the Site, and comply with the City's safety policies and procedures and Site rules communicated to the Engineer in writing, as well as all reasonable directions and instructions from the City about such matters as are given from time to time. Should the Engineer or any Sub-consultant damage any of the City's property, the Engineer shall reimburse the City for any costs reasonably and necessarily incurred by the City to remedy such damage.
- (2) The Engineer shall, and shall require its Personnel to, observe, keep, perform and comply with all Laws applicable to the performance of the Services.
- (3) The Engineer shall have complete control and responsibility for the safety and health of its Personnel engaged in the performance of the Services at the Site. The Engineer shall forward to the City a report of every loss, damage, injury or death that occurs during the performance of the Services at the Site or that arises out of the Services. The Engineer shall indemnify and save harmless the City from and against all fines or penalties suffered or incurred by the City as a result of the failure of the Engineer or its Personnel to comply with all Laws while performing Services at the Site.
- (4) The Engineer shall ensure that the performance of the Services at the Site does not interfere with the City's ongoing operations except as is specifically authorized by the City in writing.
- (5) If the Works Contractor or other persons are performing work at the Site, the Engineer shall co-operate with and co-ordinate its activities with the Works Contractor or other persons in the working area so that the work of all contractors proceeds promptly and efficiently.

2. Removal from Site

The City may require, in writing, the Engineer to remove and replace any person employed by the Engineer or a Sub-consultant from performing any part of the Services at the Site, whom, in the City's reasonable opinion, is not qualified to perform the job to which such person has been assigned, or is not following any applicable Contract provision or other Site-related policies or procedures of general applicability.

3. Workers' Compensation

The Engineer shall ensure that workers' compensation covers all workers engaged in performing any Services at the Site in accordance with *The Workers' Compensation Act, 2013* (Saskatchewan) ("Act"). If any individual who performs any Services at the Site would not ordinarily be considered a "worker" under the Act, the Engineer shall ensure that such individual obtains voluntary coverage under the Act so that the Act will apply to such individual as a "worker" and such individual has a valid personal identification card at all times while performing any Services or is otherwise present at the Plant Site.