

Invitation to Bid: Project Management



Introduction

Trails Manitoba is seeking the services of a Project Manager to oversee completion of the Crow Wing Trail's entrance into Winnipeg across the Manitoba Floodway.

Background

Trails Manitoba is a charitable organization established in 1993 "to provide the support, knowledge, information, technology and resources necessary to promote the construction and use of recreational trails throughout Manitoba, thereby improving the economy, the environment and human wellbeing." Trails Manitoba is the official body coordinating the development of the TCT in the province.

Trails Manitoba is working with Trans Canada Trail and regional trail development groups to connect the TCT in Manitoba. At present, 92% of the TCT is connected. Trails Manitoba aims to complete the connections ahead of Canada's 150th anniversary in 2017.

The connection of the Crow Wing Trail to the Winnipeg Trail is one of the few remaining gaps in Manitoba's TCT. The planning work has been completed and approvals secured from the Manitoba Floodway Authority for the project. Funding has been awarded from The Winnipeg Foundation and Trans Canada Trail.

Project Summary

This project will close a gap between the Crow Wing Trail and Winnipeg Trail. This is an infrastructure project (no trail development is required) and involves the construction of two crossings at the Floodway, which were planned in consultation with the Manitoba Floodway Authority (MFA). The cost of both crossings is estimated at \$30,130, including materials, labour, management, and contingency.

This project is supported by the Crow Wing Trail Association, the Manitoba Floodway Authority, St Norbert Heritage Trail, the Winnipeg Trail Association, Manitoba Conservation and Water Stewardship, and Trails Manitoba. Funding is available through the generous contributions of The Winnipeg Foundation and Trans Canada Trail.

Infrastructure requirements

The Manitoba Floodway is a key piece of infrastructure in Manitoba's flood protection system. Most of the trail infrastructure along the floodway already exists in the form of a mowed trail. Two additional pieces are needed to complete the connection. This project requires the development of:

1. A crossing of the outside drain. A visual description of the crossing site is provided in the air photo.
2. A crossing of the Floodway channel at the piers of a vehicular bridge. The bridge and piers will not be altered as part of this project. Fill will be added to the pre-existing riprap at the base of the bridge to create a stable walking surface.

Requested Services

The Project Manager will be responsible for:

1. **Developing a construction tender for the floodway crossings**
2. **Issuing the tender to qualified contractors, reviewing bids and recommending a successful bidder to the Board of Trails Manitoba**
3. **Contract administration services during construction and liaising with the MFA to ensure the project is completed in a manner consistent with MFA expectations**
4. **Communicating with the Crow Wing Trail Association and Trails Manitoba regarding construction timelines and inspection of substantial completion.**

Timing and Budget

Time is of the essence. Project must be completed before November 15, 2014.

Maximum chargeable for Project Management, including expenses and GST, is \$2,620 (10% of the construction cost).

Submission Requirements

Please send a brief proposal of no more than 4 pages that includes:

- Your relevant experience;
- A proposed budget;
- A proposed approach to the work and timeline;

To select a consultant, Trails Manitoba may request additional information by telephone or email.

Please submit your proposal before 4 pm on Thursday, September 4, 2014 to:

Trails Manitoba c/o Melissa Sitter

Mail: 3-303 Portage Ave, Winnipeg MB R3B 2B4

Email: executive_director@trailsmanitoba.ca

Tel: 204-786-2688

Questions regarding this invitation may be directed to the contact above.

Evaluation Criteria

Only proposals that meet the following criteria will be considered.

1. Demonstrated experience and expertise in recreational trail development and project management;
2. Knowledge and experience in working with non-profits and community associations;
3. Proposed budget;
4. Suitable proposed timeline;

Notification

We thank all consultants for their time and effort in submitting a proposal. Notification will be sent to all proponents on or before September 9th, 2014.