

This document is for contractors submitting a tender to the City of Regina and offers helpful tips regarding procurement, locates and traffic accommodations.

City of Regina Procurement

The City uses the Canadian Construction Document Committee (CCDC) contract and the National Master Specification (NMS) which are nationally recognized standards for contracts and specifications. We recognize that using a standardized contract, along with a set of supplementary conditions tailored to our requirements, is the best way to move forward and adopt best practice processes for City construction contracts.

What are Vendor Performance Evaluations? Are they part of the contract management process?

Over the last year, the City started to adopt a Vendor Performance Protocol which includes both interim and final performance evaluations on all City projects. At the start up meeting, vendors can expect the City's Project Manager to review performance evaluation forms with them. Each performance element is evaluated on a scale of 1 to 10, with 10 being highest. If a vendor receives a score of less than 5 in a category, the City's Project Manager will ask the vendor for a plan to rectify the problem area and set a timeline for follow-up. The City will track scores from our vendor community to help identify strengths and weakness to help everyone become successful while working on City projects.

Procurement Documents

In 2019, we implemented a software program called Orbidder to create solicitation documents. Orbidder offers additional procurement options which are compliant to Canadian Procurement law and include:

- **Request for Proposals and Request for Quotes (High Score)** - allows us to achieve best value for each project by evaluating on more than price.
- **Negotiated Request for Proposals** - allows us to evaluate for best value and provides an opportunity for both City and Contractor to finalize the scope of the project and ensure everyone is on the same page.
- **Request for Quotes (low price)** – allows us to select the vendor with lowest price, without requiring a bid bond as a security at the time a bid is submitted.

- **Request for Supplier Qualifications** - pre-qualifies vendors for either inclusion on a list of bidders for a specific project for either a one or two year period or, inclusion on a vendor roster allowing various departments within the City to seek quotes for smaller dollar value projects over a prescribed period of time.

The City may choose to issue a Request for Supplier Qualifications to ensure bidders for a particular project are all fully qualified prior to issuing a more in depth Request for Proposals or Request for Quotes for a complex project, or to set up a qualified vendor roster to simplify the selection of vendors for smaller dollar value projects over a specified period of time.

How can a vendor be more successful when responding to a Request for Supplier Qualifications (RFSQ) or Request for Proposals (RFP)?

Vendors should ensure they have provided a complete and clear response to each question asked in the document. In Appendix D – RFP (RFSQ) Particulars, Section F – Rated Criteria, there is a list of all the information the City evaluates when we receive a bidder's response. A detailed, clearly written, response relating to each criterion will score higher than a short, imprecise response. The City cannot evaluate a bidder's ability to meet criteria if the information is not included in the bidder's response. Another tip is for Vendors to ensure their responses are in the same order as the items in the RFP or RFSQ.

How are completion bonuses, liquidated damages or performance holdbacks applied to a project?

The City evaluates many criteria when deciding to include clauses for completion bonuses, liquidated damages and holdbacks. Often these contractual tools are applied due to specific timelines that must be met or competing City priorities. Vendors can determine if the City has applied bonuses or liquidated damages to a project by looking at Section 01 29 00 – Payment Procedures.

The decision to add a performance holdback to a contract is usually tied to certain risks identified within that project. These might include complications in repairs for deficient work or warranty concerns. Additional details regarding holdbacks can be found in the Supplementary Provisions for the CCDC contract.

Some recent construction competitions have included milestone payments, rather than monthly progress payments. What are milestone payments?

Milestones are a clear, verifiable completion points in the work. Milestones are a more concrete method of determining if the work has been completed and if proper invoicing has been received from the contractor. The City has been moving towards milestone payments rather than monthly progress payments.

What are Separate or Alternate Prices and why does the City use them?

Separate Prices are quotations for individual items of work which are not included in the original scope of work. If they are accepted, they will be added to the total price and become part of the work.

Alternate prices are revisions to the specifications for an item of work identified in the technical documents as an alternate product or way of completing the work. If accepted by the City, alternate prices will be added or deducted from the total price and become part of the work.

There are many situations where the City is not able to determine the exact scope of work for a project either due to budget considerations or multiple options to complete the work. In these cases, the City may ask for a separate and/or alternate price to assist in the finalization of the scope. The City will decide whether to include the work of the separate or alternate price(s) prior to issuing the notice of award.

City of Regina Locates

Locates are painted markings or flags used to identify the position of utility lines based on records or electronic locating equipment prior to completing any construction.

The responsibility for obtaining locates is defined on a project basis; however, typically the contractor is responsible to ensure that underground utilities are located prior to ground disturbance.

The City of Regina is not a member of Sask1stCall. For other utilities, contact Sask1stCall. Be reminded there may be other utilities who are not members of Sask1stCall.

What are the steps to requesting a locate for City-owned utilities?

1. Request a locate including the information below:
 - Email locates@regina.ca
 - [Online Service Request form](#)
 - Call Service Regina by phone at 306-777-7000

2. Provide information:
 - Requestor's name
 - Company
 - Contact information
 - Specific location of the excavation
 - Address or legal land description of where the ground disturbance will take place, including both:
 - Intersections on each side of the area where the work is to be performed
 - A description of specific conditions for the underground locates to be performed
 - Start date and time of the excavation
 - Description of the excavation activity
 - Locate report
 - A map, engineered drawing or photo clearly showing the extents or limits of the work area to be located

In addition to a map, drawing or photo, the City recommends that contractors physically mark the “dig area” - with white paint in summer and black paint in winter. No work should start until an “all clear” is issued by all facility owners in the proposed “dig area” or locates have been made for all underground utilities.

3. Meet Onsite
 - The City recommends that the contractor meet the locate service provider onsite to get a description of what underground utilities are present within the designated work area. This is especially helpful during complex issues.

Concerns, issues or troubles with locates for City-owned infrastructure?

If contractors experience issues with locates then the contractor must contact the number provided on the locate slip or email locates@regina.ca. The City does its best to respond as quickly as it can. Or contractors can contact the City through Service Regina at 306-777-7000.

City of Regina Traffic Accommodations

To ensure the safety of public and workers, the City requires contractors provide traffic accommodations all construction work zones with Regina if the project encroaches onto any portion of the road right-of-way.

Traffic accommodations must conform to guidelines, regulations and technical requirements as set out in the Transportation Association of Canada's Manual of Uniform Traffic Control Devices Canada (MUTCDC) and City of Regina Temporary Traffic Control Manual.

These documents define the requirements for items including, but not limited to, materials being used, sign size, height and reflectivity, placement, speed and length of the accommodation.

Traffic accommodation requirements for Contractors fall into two categories:

1. City of Regina Projects - where the City of Regina has procured the services of a contractor through a competitive bidding process.
2. External Projects - where an organization other than the City is directing work.

1. City of Regina Projects

The City may include a traffic accommodation plan in the procurement document or the contractor may need develop the traffic accommodation plan in a manner that meets the requirements noted above. The requirements for traffic accommodation plans are specific to the contract terms. However, in every case:

- The Contractor must coordinate directly with the City's Project Manager to ensure all parties are on same page.
- Traffic accommodations must conform to MUTCDC and City of Regina Temporary Traffic Control Manual.
- Traffic accommodations must be installed by a fully-trained, competent individual/group, making sure to cover or remove any existing signage that conflicts with the temporary conditions.

Changes to the traffic accommodations:

The contractor must advise the City's Project Manager of any changes to the traffic accommodation plan by the Contractor.

- **Occasional changes** - are expected as site conditions change, for example adjusting delineation tapers or adding advanced warning or wayfinding signage. The contractor must provide the City's Project Manager with documentation that identifies what the change is and when the change occurred. Occasional changes do not require approval.
- **Significant changes** - occur when a contractor must change physically adjust the job extents, such as transitioning from a restriction to a closure or changing the scope of the project as part of a change order. Significant changes require a new traffic accommodation plan which the City must review and approve prior to implementation. Contractors must submit the new plan to the City's Project Manager at least seven calendar days in advance of implementing the new traffic accommodation plan.
- **Phase changes** - are planned changes to the traffic accommodations that alter the physical extents of the job, or additional scope added after the plan and contract have been approved and executed. When making a phase change, the contractor must inform the City's Project Manager at least seven business days in advance if working on expressways, arterial or major collectors. This advance notice is required to coordinate public notification, alter signal timings and address other technical requirements.

2. Accommodation Plans for External Projects

Contractors conducting a project that encroaches onto any portion of the road right-of-way requires the contractor to obtain a street use permit from the City. In many cases, the temporary street use permit is accompanied by a three-way agreement.

Concerns, issues or troubles with traffic accommodations?

In the event, of issues with traffic accommodations, the contractor must contact the City's Project Manager.
