

**THE CORPORATION OF THE CITY OF WINDSOR  
OFFICE OF THE CITY ENGINEER- Engineering**

**MISSION STATEMENT:**

*"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together."*

<b>LiveLink REPORT #: 16929 GM/10376</b>	<b>Report Date: January 2, 2014</b> (PW#3731/lS-01/08/14:eb)
<b>Author's Name: Wade Bondy</b>	<b>Date to Council: January 20, 2014</b>
<b>Author's Phone: 519 255-6100 ext. 1734</b>	<b>Classification #:</b>
<b>Author's E-mail: <a href="mailto:wbondy@city.windsor.on.ca">wbondy@city.windsor.on.ca</a></b>	

**To: Mayor and Members of City Council**

**Subject: Technical Services for the Perimeter Access Road of the New Bridge Plaza**

**1. RECOMMENDATION: City Wide: \_\_\_\_\_ Ward(s): \_\_\_\_\_**

- I. That the City Engineer **BE AUTHORIZED** to respond to the Request For Proposal from Public Works and Government Services Canada for Technical Services for the Design of the Perimeter Access Road and Utility Coordination Services (Solicitation No. T8032-130007/A).
- II. That the City Clerk and Chief Administrative Officer **BE AUTHORIZED** to enter into an agreement with Public Works and Government Services Canada for the provision of technical services for the design of the perimeter access road and utility coordination services, pursuant to the request for proposal from Public Works and Government Services Canada (Solicitation No. T8032-13007/A), satisfactory in form to the City Solicitor, in technical content to the City Engineer and in financial content to the City Treasurer.

**EXECUTIVE SUMMARY:**

N/A

**2. BACKGROUND:**

In 2009, the City of Windsor entered into an agreement of purchase and sale with Transport Canada for the sale of lands required for the proposed plaza at the Canadian portal of the new international bridge.

This agreement requires that Transport Canada design and construct a perimeter access road, including Broadway, around the proposed plaza which will be a public right of way, including relocation of existing utilities as required.

### **3. DISCUSSION:**

In order to complete design and construction of the access road, Transport Canada has requested assistance from the City of Windsor through issuance of a Request for Proposal for Technical Services, through Public Works and Government Services Canada. The scope of services required is detailed in the statement of work, attached as Appendix "A". The City will provide technical expert services to Transport Canada with overall project management tasks, coordination, oversight management services and environmental management advisory with respect to any municipal requirements to develop and coordinate the Project.

Under the terms of this proposal, the City of Windsor will work closely with Transport Canada and their design consultant to ensure municipal standards are met and the City's interests are protected.

### **4. RISK ANALYSIS:**

Direct involvement in this work as part of the design and oversight team will ensure the City's interests are protected, as the access road will ultimately be owned and maintained by the City.

### **5. FINANCIAL MATTERS:**

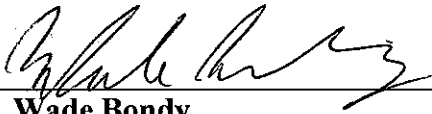
With Council's approval, an agreement for this work would be entered into with Public Works and Government Services Canada detailing full compensation for all costs incurred by the City.

### **6. CONSULTATIONS:**

Maria Ditella, Ontario Region – Acquisitions, Public Works and Government Services Canada

**7. CONCLUSION:**

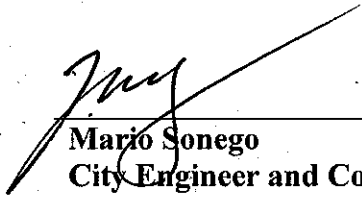
Administration recommends responding to Transport Canada's Request for Proposal and entering into an agreement for the work as it is the most prudent way of ensuring the City's interests are protected with respect to the access road.




**Wade Bondy**  
Project Administrator



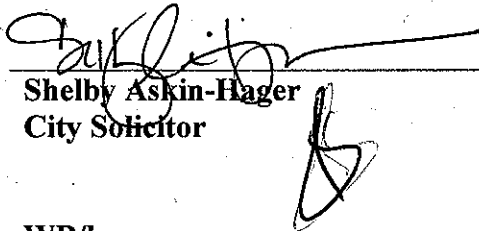
*For* **France Isabelle-Tunks**  
Senior Manager Development and Geomatics



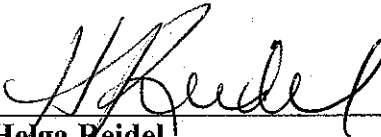
**Mario Sonogo**  
City Engineer and Corporate Leader  
Environmental Protection and Transportation



**Onorio Colucci**  
Chief Financial Officer/City Treasurer and  
Corporate Leader Finance and Technology



**Shelby Askin-Hager**  
City Solicitor



**Helga Reidel**  
Chief Administrative Officer

WB/ls

**APPENDICES:**  
Appendix "A" – Statement of Work, City of Windsor Technical Services for the Design of the Perimeter Access Road and Utility Coordination Services

**DEPARTMENTS/OTHERS CONSULTED:**  
Name:  
Phone #:

NOTIFICATION :				
Name	Address	Email Address	Telephone	FAX

## Appendix A

Solicitation No. - N° de l'invitation  
T8032-130007/A  
Client Ref. No. - N° de réf. du client  
T8032-130007

Amd. No. - N° de la modif.  
File No. - N° du dossier  
TOR-3-36177

Buyer ID - Id de l'acheteur  
tor304  
CCC No./N° CCC - FMS No./N° VME

### ANNEX "A"

#### STATEMENT OF WORK



# CITY OF WINDSOR TECHNICAL SERVICES FOR THE DESIGN OF THE PERIMETER ACCESS ROAD AND UTILITY COORDINATION SERVICES WINDSOR GATEWAY PROJECT

November 22, 2013

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## 1. Requirements

Transport Canada (TC) requires the services of the City of Windsor ("hereinafter referred to as "Windsor") to assist TC in meeting its responsibilities to undertake advance works for the Detroit River International Crossing (DRIC) project. The specific work described in these terms of reference relate specifically to the *Design of the Perimeter Access Road and Utility Coordination Services Project* ("the Project").

Windsor will provide technical expert services to TC with overall project management tasks, coordination, oversight management services and environmental management advisory with respect to any municipal requirements to develop and coordinate the Project.

## 2. Rationale

In 2009, TC and Windsor entered into the Agreement of Purchase of Sale whereby TC purchased lands, from Windsor, for the Canadian Port of Entry or the Canadian Plaza. The Agreement of Purchase of Sale requires that the Perimeter Access Road (Northwest Service Road, Northeast Service Road and Broadway Street) be constructed to meet the requirements of the Government of Canada and Windsor and that the Access Road be operational before Sandwich Street can be closed. The operationalizing of the Perimeter Access Road involves:

- The design of the Perimeter Access Road;
- The co-ordination of utility relocations;
- The construction for the relocation of utilities; and
- The tendering for, the construction of and construction oversight for the Perimeter Access Road.

These Terms of Reference relate specifically to the first two items noted above – the design of the Perimeter Access Road and the co-ordination of utility relocations. The last two items – actual relocation of utilities and tendering for the construction and the construction oversight of the Perimeter Access Road will be the subject of a subsequent procurement effort.

In order to undertake the design of the Perimeter Access Road, TC will be retaining an engineering consultant ("hereinafter referred to as Project Consultant") as part of a separate procurement to undertake the design process and the development of design drawings for the Project. The costs of retaining the Project Consultant will be paid by TC and the Project Consultant will work with TC and Windsor to produce tender-ready specifications/documents for the Perimeter Access Road.

The Utility Coordination Services scope of work includes negotiations with utility owners to inform the design of the Perimeter Access Road and to aid TC to put into place agreements between TC and the Utility owners to undertake the required design and utility relocations to the new Perimeter Access Road right-of-way. The disbursements to utilities owners for their time and construction/relocation costs will be through separate bi-lateral agreements between TC and the utility owners.

## 3. Background

### 3.1 Perimeter Access Road and Utility Coordination Services

In 2001, Transport Canada (TC) formed a bi-national partnership (the Partnership) with the U.S. Federal Highway Administration (FHWA), the Michigan Department of Transportation (MDOT), and the Ontario Ministry of Transportation (MTO) to develop new crossing capacity for the Windsor-Detroit trade corridor. This will be the first major new Canada-U.S. border crossing built

in over 40 years and will directly connect Highway 401 in Windsor and Interstate 75 (I-75) in Detroit.

The Detroit River International Crossing (DRIC) consists of five components: the access road from Highway 401 to the crossing; the Canada border inspection plaza; the bridge; the U.S. border inspection plaza; and the interchange connection with I-75 in Detroit.

The new international plaza on the Canadian side of the Detroit River crossing will be situated within the Brighton Beach industrial subdivision. The plaza will be bounded by the Detroit River, Chappus Road, Ojibway Parkway, and Broadway Street.

The design of the plaza incorporates a perimeter access road along the edge of the plaza that will provide continuity for traffic between Sandwich Street and Broadway Street, as well as access for plaza employees. Local access will also be provided at the north end of the plaza from a realigned Sandwich Street to the Brighton Beach Power Station and Keith Transformer Station.

The Perimeter Access Road will be the first major visible construction of the DRIC project to be undertaken (apart from the Herb Gray Parkway). The Perimeter Road will ensure that all property owners surrounding the plaza site will continue to have access to their facilities at all times during construction (and operation) of the bridge and customs plaza. The construction of the Perimeter Access Road must be substantially completed prior to the construction on the plaza property which would form part of the overall international bridge construction and therefore the design work and tender-ready documents of the Perimeter Access Road and Utility Coordination Services is scheduled to be completed within 16 weeks from the award of the Design Contract.

### 3.2 Government Responsibilities

TC has responsibility for procuring the Canadian plaza, for acquiring the property and utility relocations in Canada and for preliminary design work in Canada, to ready the DRIC project for larger Public-Private-Partnership (P3) procurement.

The Project is the first major advance work to be undertaken on the DRIC project and it is critical that the design and eventual construction<sup>1</sup> of the Perimeter Access Road and Utility Coordination Services<sup>2</sup> occur as soon as possible.

## 4. Scope of Work

### 4.1 Program and Project Management

There will be a need for significant ongoing consultation with TC, Windsor and various stakeholders. Transport Canada will support this interaction and facilitate discussion as needed.

Windsor will be required to provide the technical and coordination services and undertake, at a minimum, the following duties and tasks:

<sup>1</sup> The tendering, evaluation, awarding and construction of the Perimeter Access Road will be part of a separate process from the design contract and this statement of work.

<sup>2</sup> Utility Coordination Services is part of the design contract of the Project and consists of the Project Consultant, Windsor and TC negotiating agreements with utility owners to undertake the evaluation and design of relocating the existing utilities from their current location to the new perimeter road right-of-way. The costs for undertaking the design and relocation of the utilities will be paid by Transport Canada.

- Help to plan, organize, coordinate and monitor the activities and tasks associated with the design and development of tender-ready drawings and specifications for the procurement of construction and resident site services of the perimeter access road;
- Provide strategic and operational advice, recommendations on the plans, individual task assignments, risk management, and work schedule to ensure that the eventual design incorporates municipal requirements. Transport Canada will ensure that the design meets federal requirements;
- Review the proposed work schedule and take appropriate steps to ensure timely completion of tasks and deliverables within the municipal approvals process. Transport Canada will undertake timely completion of tasks and deliverables within the Government of Canada approvals chain;
- Seek all internal Municipal senior management and, if required City Council, approvals required to allow the project to move forward during the design and seek approval for the acceptance of final design and tender-ready documents.
- Attend Project related meetings; including preparation, if required, of agenda, reports and advice on the progress of the Project;
- Review work / designs prepared by the Project Consultant and determine compliance with standards. There are four key works to be undertaken by the Project Consultant of which Transport Canada must review and approve and TC is seeking Windsor's input/assistance through this service agreement to review/evaluate the following elements in regards to its municipal requirements: (1) Analysis of Project Requirements, (2) Design Development; (3) Construction Documents, Pre-Tender Construction Cost Estimate and Project Schedule and (4) Tender Call, Bid Evaluation and Construction Contract Award.
- Meet with members of the Project team and identified stakeholders (eg utility owners, rail owner(s), etc) as required, to receive input on their requirements;
- Provide oversight services for elements of the Project so as to have the required functional designs in a "bid ready state" for the appropriate element procurement/delivery approach; and

## 5. Required Experience

Windsor must assign resources with the appropriate technical skills and experience under this scope of work. It is expected that the resources will be existing City employees. The identified resources must be knowledgeable, experienced and able to demonstrate their abilities by way of a statement of experiences, capabilities and capacity, in the following areas:

- project planning, development and management; and
- oversight of engineering, construction and environmental aspects of large infrastructure projects.

## 6. Responsibilities and Deliverables

### 6.1 Project Authority

The project authority for this Project is the Director, Windsor Gateway Project, Transport Canada.

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## 6.2 Technical Advisor

The technical advisor for this Project is Transport Canada

## 6.3 Deliverables

Windsor will verify, comment and evaluate the deliverables of the successful Design Consultant for the Project at targeted milestones outlined in the Design Contract. In addition, Windsor will also be part of the bid evaluation team for the bidders of the Design Contract.

## 7. Schedule

It is expected that this Contract will be completed in 29 weeks from date of award of Contract.

Transport Canada and Windsor will mutually determine precise timelines for assigned tasks/deliverables.

## 8. Continuity and Replacement of Windsor Resources

Windsor must provide a contingency plan of backup resources for the period of the Project to assure that there is no negative effect on any work in progress.

Should, for any reason, the designated key resource(s) no longer be available, Windsor shall immediately make available a fully qualified replacement resource at the same level or higher.

## 9. Travel and Location of Work

All travel is expected to be in the general vicinity of the City of Windsor with the expectation that mileage rates for Windsor will be reimbursable as per the Treasury Board Policy. This does not include meals, vehicle insurance requirements, etc.

## 10. Language of Work

The deliverables will be in English.

## 11. Security

There are no security requirements for this assignment; however, Windsor must abide by the confidentiality conditions as outlined in the Annex B.