City of Saint John

Request for Proposal

2022-091001P

"ENGINEERING SERVICES – GARDEN STREET (CITY ROAD TO COBURG STREET) - INFRASTRUCTURE RENEWAL AND STREET RECONSTRUCTION"

Sealed proposals, hand delivered or couriered, addressed to: **Monic M^{ac}Vicar, CCLP, CPPB,** Procurement Specialist, Supply Chain Management, 175 Rothesay Avenue, 1st Floor, Municipal Operations Complex, Saint John, NB, E2J 2B4 and marked on the envelope:

"PROPOSAL 2022-091001P
ENGINEERING SERVICES – GARDEN STREET (CITY ROAD TO COBURG STREET) - INFRASTRUCTURE RENEWAL AND STREET RECONSTRUCTION"

will be received until **4:00:00 pm Local Time**, **Thursday, February 3rd, 2022**, for Engineering Design and Construction Management Services for the above noted project, as per the Request for Proposal.

Proposals will be opened in the office of the Manager, Supply Chain Management, 175 Rothesay Avenue, 1st Floor, Municipal Operations Complex, immediately following the proposal submission deadline.

The lowest cost or any proposal not necessarily accepted.

Proposals will NOT be opened publicly due to the on-going pandemic.

Monic M^{ac}Vicar, CCLP, CPPB
Procurement Specialist
Supply Chain Management

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SCOPE OF WORK

Proposal 2022-091001P
Engineering Services – Garden Street (City Road to Coburg Street) - Infrastructure Renewal and Street Reconstruction

1. GENERAL

The City of Saint John (City) has prepared this document for Consulting Engineering Firms (Proponents) wishing to provide their services to the City. This request for proposal is to be used as a guide, in combination with good engineering judgment and standard engineering practices and is not intended to be a complete procedural document. It reflects basic standards the Proponent shall adhere to when preparing a proposal or carrying out work for the City.

All engineers working on this project for the City must be a current member, licensee or holder of a certificate of authorization with APEGNB. All consultant engineering firms working on this project for the City must have a current certificate of authorization with APEGNB.

The Consultant shall in all matters act as a faithful advisor to the City. The Consultant shall keep the City informed on all matters related to design, procurement and construction and all other important aspects forming part of the scope of work.

The Consultant must aggressively and proactively manage the project in the best interest of the City of Saint John. The overall project will require one (1) tender. The Consultant will oversee and manage the entire project on behalf of the City Engineering Services. The proposal shall clearly explain the anticipated structure of project management during each phase.

The Consultant shall be aware of and follow any orders, policies, directives, standards, and guidelines issued by any governmental authority, governing all or any part of the work under this RFP, including any directive related to COVID-19.

The Consultant shall ensure that all staff and sub-consultants that will be working on any City jobsite(s) have read and will adhere to the most recent City of Saint John COVID-19 Vaccine and Test Policy. **Within five (5) working days of notification of acceptance of their Proposal, the successful Consultant shall submit a completed and executed Vaccine or Test Acknowledgement Form.**

2. PROJECT DESCRIPTION

The Consultant will carry out preliminary design, detailed design, provide detailed cost estimates for construction, construction management and inspection services for the project listed below.

Tender documents are to be completed in time for tendering and construction during the 2022 construction season with the Final Completion of all work to be achieved before October 30th, 2022.

The project is generally as follows:

2.1 Water Main

- (City Road to Coburg Street) – renew approximately 258 metres of 200mm cast-iron water main with new 200mm PVC water main.
- New services to the property lines to be included as required. (Consultant to verify pipe sizes.) The design of the new watermains must also consider the requirement for temporary water services during construction as the Consultant will be responsible for the design of any temporary water services. It is anticipated that the installation of any temporary water services will be completed by the contractor as part of the contract.

2.2 Sanitary Sewer

- (City Road to Coburg Street) – renew approximately 101m of 300mm diameter and 86m of 375mm terra cotta sanitary sewer.
- New manholes and services to the property lines to be included as required. (Consultant to verify pipe sizes.)

2.3 Storm Sewer

- (City Road to Coburg Street) – install approximately 252m of new 375mm diameter storm sewer to separate storm water from the sanitary sewer.
- New manholes, catch basins and services to the property lines to be included as required. The design of these storm sewers must take into consideration the requirements of the City of Saint John Storm Drainage Design Criteria Manual. (Consultant to verify pipe sizes.)

2.4 Street Reconstruction

- (City Road to Coburg Street) – full street reconstruction. The work generally includes excavation, backfill with new granular materials, new asphalt, new concrete curb and sidewalk (both sides), new signage, miscellaneous restoration, trees and landscaping. Consultant to take into consideration the draft Complete Streets requirement for this street.

2.5 Traffic Signals

- City Road and Hazen Street intersections – replace the existing traffic signals with new signalized intersections. Designs must include the requirements of the Bike Lanes Traffic Impact Analysis Functional Plan prepared by CBCL Limited, as they relate to the City Road intersection.

The Consultant is also required to review the current street lighting levels on Garden Street and make any recommendations for improvements. A lighting warrant analysis is to be completed between City Road and Coburg Street in compliance with the City of Saint John Municipal Street Lighting Best Management Practice. A separate plan (not to be included in the contract drawing set) detailing any modifications to the existing street lighting is to be prepared and submitted by the Consultant as part of the Design Report. The City of Saint John will coordinate any modifications to the existing street lighting infrastructure with Saint John Energy (not to be included in the contract).

3. PROFESSIONAL SERVICES REQUIRED

The professional services required for this project are divided into six (6) parts as follows:

Part A) Site Surveys, Preliminary Investigation and Data Collection

The topographic surveys and the drawings shall use the horizontal control coordinate system NAD83 (CSRS) New Brunswick Double Stereographic Projection and the Canadian Geodetic Vertical Datum of 1928 (CGVD28).

In an effort to assist in the design, the City will provide the initial field survey information to the Consultant. The Consultant shall review the information provided and collect any additional information necessary for a complete design.

Legal surveys may be required by the Consultant team during design if the works are within 2.0 m of the property lines as shown on the SNB Property Fabric, which are sometimes not accurate to the degree needed. The Consultant shall determine the amount of legal survey required for the project and detail the amount allowed for in the proposal. The topographic survey shall include street rights-of-way, any easements, etc. along the alignment.

The Consultant shall engage the services of a qualified Geotechnical firm to drill eight (8) auger probes along the proposed alignment to determine bedrock depth. The Consultant and all sub-consultants shall use proper traffic control and warning signage (with approved sign bases) when working or surveying on the streets as per the General Specifications for construction. All probe holes and drilled sample holes must be filled with appropriate materials by the same crew who drilled them before they leave the site. Holes in asphalt must be finished with asphalt.

The Consultant is responsible to advise City staff if any of the probe material that comes to the surface smells of or indicates the presence of petroleum products.

It is the responsibility of the Consultant to indicate the extent of the required easements and/or property acquisitions for the construction of the works by submitting to the City a scale drawing (showing only property lines) indicating the

exact limits of the property required. The City will have legal surveys prepared for any such acquisitions and City staff will negotiate and obtain any required municipal services easements and/or right to access property within the limits of the contract.

The location survey shall include but not be limited to all bridges, structures, buildings, property pins, curb lines, sidewalks, poles, ditches, services, utilities (incl. Saint John Energy, NB Power, Bell Aliant, Rogers, and natural gas, etc.), valves, hydrants, manholes, catch basins, etc. The geotechnical investigation and testing deemed necessary by the Consultant shall include all the necessary test pits and boreholes. These test pits and boreholes are to be shown on the project drawings.

Compile all existing record drawings of the proposed construction work areas. The topographic survey shall pick-up all surface features and buried utilities with a high degree of accuracy obtained from state-of-the-art survey equipment. City crews will excavate and expose pipes at locations requested by the Consultant to gather information during the Consultant's topographic survey, for any critical hookup locations. Plans must note the survey datum and all the monuments used to establish elevations.

No documents other than those listed as Attachments will be made available during the proposal stage. Once the proposal is approved, all invert information, sewer videos and the City's record drawings and data will be made available to assist in the creation of the new designs and drawings, but no guarantee as to their completeness or accuracy is made. The Consultant shall send their requests in writing for large amounts of data and allow a reasonable amount of time to retrieve such. The Consultant must contact Infrastructure Development staff directly to gather all pertinent data. The Consultant is expected to meet and be familiar with City staff and their respective roles. The Consultant shall collect record data from all other utilities that have services along the corridor of interest, having them mark out their infrastructure in the field and have the Consultant’s survey crew pick up this data.

Pipe Report

The Consultant shall submit a Pipe Report, (two (2) hard copies and one (1) digital copy) to the City for review and acceptance before the design work is started. Pipe reports shall be completed for all projects including street reconstruction projects. The pipe report shall consist of the following steps and deliverables:

1. **NOTE: The City has sewer video and reports available for entire length of Garden Street (City Road to Coburg Street). This information will be made available to the Consultant and shall be incorporated into the Pipe Report by the Consultant. The Consultant is expected to view all video and reports and to gather any additional video information as required by this Request for Proposal.** The Consultant shall video the existing sewers 100m downstream as a minimum; Submit the digital copy and the written report; Review Service

Cards and all available record information; and compare the service laterals to the information from the sewer videos.

If the sewers cannot be videoed due to debris or protruding laterals then the Consultant shall facilitate the necessary sewer flushing and re-video of the sewers. Saint John Water will not flush sewers as part of this Work.

2. Survey field work shall include opening all chamber and manhole lids, and taking all necessary invert elevations, survey shots, measurements and photos as required to collect all pertinent information such as pipe material and diameter.

   NOTE: The City has invert information available for all Garden Street (City Road to Coburg Street). This information will be made available to the Consultant and shall be incorporated into the Pipe Report by the Consultant. The Consultant is still expected to gather any additional invert information as required by this Request for Proposal.

3. Investigate existing infrastructure by reviewing all digital and paper records available from the City or other utilities. Contact all buried infrastructure owners to confirm what is in the ground, and request field locates as required.

4. Alert the Engineer to conflicting information and contact the appropriate personnel to clarify the ambiguities.

5. Submit full size plans, the same scale as the proposed design drawings, showing only the existing infrastructure including the known water & sewer service laterals and the location and nature of each deficiency noted in the report. All pipes to be clearly labeled with their size and material for review and approval by the City before the design drawings start. Include a cover letter summarizing the findings and highlighting any items that may impact this project.

6. The pipe report may also recommend changing the number of pipe or structures to be renewed under the project. The pipe report must summarize the condition of the existing chambers, structures and pipe work.

Part B) Preliminary Design, Cost Estimates and Design Report

The Consultant must carry out all design in accordance with the latest editions of the following documents:

- City of Saint John - General Specifications.
- City of Saint John - Storm Drainage Design Criteria Manual.
- City of Saint John - Municipal Street Lighting Best Management Practice (available for download from the City's website).

- City of Saint John – Central Peninsula Secondary Plan
- Saint John Uptown Complete Streets Draft Report (for reference only).
- Atlantic Canada Wastewater Guidelines Manual for Collection, Treatment, and Disposal.
- Atlantic Canada Guidelines for the Supply, Treatment, Storage, Distribution, and Operation of Drinking Water Supply Systems; and
- Canada-wide Strategy for the Management of Municipal Wastewater Effluent endorsed by the Canadian Council of Ministers of the Environment (CCME).

Preliminary design **(40% design drawings)** shall be defined as the following:

- Complete survey and site plan showing all existing utilities, lot lines and surface features.
- Location of works is selected within 600 mm.
- Preliminary design calculations completed.
- Select required capacities, sizes, and design flows.
- Prepare the design report complete with construction cost estimates.
- Identify and locate all major components on the design.
- A drawing set cover sheet and key plan that shows the proposed construction sites; and
- Gantt chart completed showing all major components of the project including the design, tendering, construction phases, testing, disinfection, commissioning, etc. This schedule must be updated at all project milestones.

The Consultant shall need to speak to the property owners along the route of the project to gather information about water and sewer services, or other matters related to the project. It would be expected that the Consultant's inspector will keep the lines of communication open with the residents and businesses during the work.

The Consultant shall present "The Design Report" encompassing all aspects of this project to the City's Technical Review Team to discuss findings, solutions, and options. The design report must compare the **pipe types, flow capacities, velocities, and head loss** of various pipe sizes near the desired range, discuss the pros and cons of various pipe materials and how these options will impact on cost. The report must also compare the different road design cross-section options, discussing the pros and cons of each option and how the cost will be impacted.
The Consultant shall provide digital files and at least eight (8) hard copies of the final design report and the preliminary design (printed in double sided format). The Consultant shall also provide the digital file of the model(s) used and/or prepared for this project. Hardcopies of all standard modeling reports (energy grade line profile, hydraulic grade line profile, data entry, pipe capacities drainage areas, etc.) must be accompanied with the final design report.
All reports and construction specifications must be **signed and stamped** by the Consultant's engineer. All reports and construction specifications submitted to the City shall become the property of the City, which may be used and redistributed as the City sees fit.

After review and acceptance of the report by the City's Technical Review Team, the Consultant may proceed with Part D. Work on Part C, Part E and Part F shall only proceed when written authorization from the City is provided to the Consultant.

Part C) Conduct Public Consultation Process

The City wants to have well-informed citizens, businesses and other stakeholders. As such one of the two following options shall be used for public information sessions:

In Person
The Consultant shall arrange and host two public information sessions on one day (2:00 to 4:00 pm and 6:00 to 8:00 pm) at a location close to the project site. The Consultant shall be responsible for booking and the costs associated with the public meeting venue and the Consultant shall be responsible for translating all material for the public meetings. The Consultant shall have large-scale drawings, project information sheets and handouts detailing limits of work and time frames/work schedules involved, press releases, digital renderings, photos and other visual aids to show the proposed designs to the public and media. All materials for public information shall be presented in both the English and French languages (professional translation required) as per City of Saint John policy. The Consultant shall be available for questions and collect comments from local residents and business owners. The public information sessions shall be advertised on the City's website and project information letters shall be sent to all residents and businesses within the work zones advising them of the information sessions and the upcoming construction work.

Virtual
If in-person public information sessions described above are not permitted due to COVID-19 restrictions, the Consultant shall arrange for an on-line/virtual public information session. The session shall run for two (2) consecutive hours with the timing to be confirmed. The Consultant shall have presentation material available to show the proposed design to attendees as well as answer questions and collect comments. The Consultant shall be responsible for registering those that wish to attend and sending out invitations to the meeting. There shall also be the option of recording the public information session so that it may be posted on the City's YouTube channel. The public information session shall be advertised on the City's website and project information letters shall be sent by the consultant to all residents and businesses within the work zones advising them of the information session and how to register to attend as well as providing information on the upcoming construction work.
For budgeting purposes, the Consultant shall include for the cost of the in-person option in their proposal. The City shall determine which engagement session is to be provided.

Regardless of the format of the Public Information Session, the Consultant shall present a "Report on Part C" to City staff to summarize the concerns and comments

and include recommendations on how these concerns and comments can be addressed to meet the needs of the community and the City of Saint John (Engineering Services).

Work on any major streets must have traffic planning and organizing being led by the Consultant with input from the contractor and approved by the City. The Consultant shall notify residents and businesses of all service disruptions and traffic issues etc. well in advance of construction. The Consultant must also draft media advertisements to notify residents and commuters of major disruptions in traffic or utility services.

Part D) Detailed Design

The Consultant team shall prepare all detailed design drawings, specifications, and tender documents for the site works and all the other items mentioned in the description of the works.

Detailed design typically involves several iterations and revisions of alignments, profiles, and major design elements. The construction cost estimates will require updating in conjunction with the design revisions. For projects involving road reconstruction, cross sections must be included on the drawings at 15 m intervals and at all driveways, doorways, stairs, and windows.

The Consultant must look beyond the confines of the immediate project site and determine what impacts the new works will have on the system as a whole and propose solutions to avoid possible problems.

The Consultant must review all applicable plans, report(s) and data made available by the City. The Consultant shall review the material in detail, as the Consultant will be responsible for performing any further investigation, survey, data gathering, etc., which may be necessary. The cost of such shall be detailed and included by the Consultant in the proposal. The City will gather new pressure data from fire hydrants at the request of the Consultant, if necessary.

Detailed design shall be defined as the following:

- All items completed from the preliminary design requirements.
- Location of works is selected within 100 mm.
- Detailed design calculations completed.
- A revised and detailed construction cost estimate.
- Complete the 100% design drawings and tender documents reviewed and approved by the City's Technical Review Team: and
- Approvals and permits from all utilities and approval agencies.

Designs must also incorporate planning and sequencing of service disruptions (such as water main shutdowns), testing, disinfection, and commissioning. The Consultant will be required to lead the team of sub-consultants, contractors, and City staff through these phases.

Work on any street must have traffic planning and organizing being led by the Consultant. Traffic planning must be carried out by the Consultant before tendering to give the City and contractor guidance as to the nature, scope and duration of the closures, detours, etc. The Consultant may specify in the tender documents that the contractor is to submit traffic detour and work zone safety plans and drawings. The Consultant must review submissions from the contractor and seek approval from the City. Traffic detour and work zone safety plans and drawings must be approved by the City before construction commences. The Consultant may also have to co-ordinate timing of work with other agencies to avoid conflicting traffic detours.

The Consultant shall co-ordinate the design drawings with all the underground utilities before the preparation of the tender documents to avoid conflicts with other utilities such as gas, electric, telephone, etc. Underground utility lines must be marked out and picked up during the topographic survey in Part A.

Before detailed designs and related documents are sent to the City for review, the Consultant must have other engineers from their firm review them for errors to ensure only high quality work is released.

The Consultant must identify in the proposal the peer reviewers. The Consultant's **peer review engineer(s)** must send a memo to the City with the Issue-For-Tender Package (final drawings and specifications), stating the outcome of the review.

The construction tender documents shall not indicate that the contractor must supply any design or engineering services, (excluding shoring and dewatering design) except if there is a design/build component or written approval is granted prior to tenders being called.

The Consultant shall be responsible for applying for all the design approvals and permits necessary from all approval agencies, such as the NBDELG, NBDTI and NBNRED, etc. The Consultant must ensure that construction does not begin on the project until all approvals and permits have been received.

The City's Engineer must approve any variance from these standards in writing before any construction tenders are called.

Part E) Tender Period Services, Materials Testing & Inspection, Red Books and Record Drawings.

1. Tender Period Services

Upon approval of the Consultant's work, City staff will make copies and tender the project, however the Consultant shall be available during the tender period to respond to questions (write addenda if required) and to perform the tender analysis. The Consultant shall prepare a Tender

Summary for each tender. It shall be a digital spreadsheet that compares the Engineer's estimate to all tendered items from all tenders submitted.

2. Materials Testing & Inspection

The **contractor** shall provide quality control testing for **concrete,** compaction of soils and for asphalt placement & testing. The **Consultant** shall still provide random quality assurance tests to confirm that the contractor's tests are complying. The **Consultant** shall also make sure that the contractor is completing all his required testing. The **Consultant** shall provide the Quality Assurance for the Portland cement concrete, granular materials, and the asphalt concrete. All costs for asphalt, concrete and soil quality assurance testing must be included in Part E of the Consultant's proposal.

The Consultant's minimum requirements for material testing and inspection are as follows:

Asphalt Inspection and Testing

- Full time inspection for asphalt placement by qualified personnel. The inspector assigned to this task shall have a minimum of two (2) years direct related experience with asphalt inspection. The Consultant shall identify in the proposal the qualified personnel they intend to utilize for this task including related experience. If the Consultant does not have the qualified personnel directly on staff then the Consultant must propose to utilize a sub-consultant that has the required expertise in asphalt inspection.
- Measurement of thickness, temperature, etc.
- Signing and collection of weight tickets as they arrive.
- Quality Assurance of asphalt in accordance with Division 27 of the General Specifications.

  NOTE: The City of Saint John requires Certification by the Canadian Council of Independent Laboratories (CCIL) for asphalt testing laboratories. Asphalt laboratories are to have Type "A" Certification – Asphalt Mix Design for Superpave Methods. A copy of the CCIL certification is to be included in the proposal submission.

Concrete Inspection and Testing

- Slump, temperature, air test and compressive strength cylinders shall be considered a "set" of tests.
- Compressive strength testing at CSA standard A283 certified laboratory.
- Check formwork and compaction of base gravels before each pour.
- Check elevations, slopes, and grades before every placement.
- Quality Assurance by the Consultant shall consist of random testing.

- Sampling and testing frequency of concrete:
  - The minimum frequency shall be **one set of tests for every 10** done by the contractor.
  - On smaller projects involving only a few loads of concrete, one complete set of tests shall be made.
    a) Test Samples:
       i) The test samples shall consist of three (3) concrete cylinders. Compressive strength testing obtained at 7 and 28 days.
    b) Reporting of field and laboratory testing:
       i) Field test results obtained shall be recorded on the Form – Concrete Testing Summary and shall be submitted to the City.
       ii) Compressive strength results shall be submitted to the City on the Consultant's standard reporting form.

NOTE: The City of Saint John requires Certification by the Canadian Council of Independent Laboratories (CCIL) for concrete testing laboratories in accordance with CSA Standard A283 Qualification Code for Concrete Testing Laboratories. A copy of the CCIL certification is to be included in the proposal submission.

Granular Material Supply and Placement (Soils and Gravels) Testing

- Confirming the contractor's test results onsite (QC by contractor)
- Ensuring proper frequency of compaction tests by contractor
- QA by Consultant shall consist of random compaction testing using nuclear density equipment. The minimum frequency shall be one test or every 15 done by the contractor.
- Enforcement of established rolling pattern
- Approval of material before it arrives onsite (gradation and other properties).
- Checking grades, slopes, thicknesses during fine grading.
- Witness and comment on proof rolling tests.

Red Books

It is the responsibility of the Consultant to obtain a copy of the "Standard Format for City of Saint John Red Book Notes" and to maintain a copy on file for all future projects. This format shall be followed by the Consultant when preparing the field notes for the project. The City of Saint John will provide "**Red Book**" field books for the Consultant to fill out and return to City staff at the end of the project.

Record Drawings

The Consultant shall submit a set of Record Drawings on paper and in digital formats. The drawings and data shall be in accordance with the Drawing Standards noted below. The as-built drawings will show the actual in-place vertical and horizontal alignments. The finished works shall be **re-surveyed** by the Consultant to establish exact locations and elevations, and the date the site was re-surveyed shall be noted on the signed and sealed **Record Drawings**. The final survey shall also include the pickup of structures (valves, manholes, etc.) that were **not newly installed** during the project but are along the same section of street or easement. The Consultant shall be responsible for obtaining the data and measurements used in the Record Drawings and shall not rely on the contractor to provide this information. The Consultant shall note on each Record Drawing the number of the Red Book where the project information was recorded. The Record Drawings shall also include the ground water table elevation and geotechnical information, and the names and models of all products used.

All new works specified and incorporated shall have as-built information recorded including electrical, mechanical, structural, etc. All sheets in the set of Record Drawings shall be signed and sealed, including those of sub-consultants.

The digital as-built data submitted to the City shall become the property of the City, which may be used and redistributed as the City sees fit. The Consultant shall not place any disclaimer notes on the Record Drawings.

DIGITAL DRAWING STANDARDS

PURPOSE

The development of Geographic Information Systems (GIS) and computer aided drawing (CAD) has facilitated the method to reduce the time and costs of development processing and land use map updates. Hence, a digital drawing submissions standard has been adopted by the City of Saint John to set the standard and facilitate the transfer process. The intent of this program is to take advantage of new technology, reduce the cost of digital conversion, maintain the mapping and facilitate the efficient transfer of data from private organizations to the City.

The standards and specifications contained within this document shall be used for digital drawing submissions to the Engineer for the purpose of development processing and GIS digital land use map updates.

DIGITAL FORMAT

1. The Consultant shall provide to the Engineer an As-Built record of the project which will include all required documentation, CAD files and any associated digital files as described below in both ***printed*** and ***digital*** versions.

2. All CAD drawings shall be submitted in AutoCad (.DWG or .DXF) format with all line work complete. Each CAD project shall include all relevant resource files such as line & font resource files and AutoCAD (.shx) resource files. The Consultant also shall provide the **drawings in PDF format.** This shall be a direct conversion, not a scan.

3. The City of Saint John will provide drawing file names for the legend portion of the drawing.

4. Each CAD project shall be accompanied with an ASCII text file of all as-built structure locations as well as any existing underground structure within the limits of the project. This text file is to be used for importing as built and unknown structure locations into the City's GIS. The text file shall meet the following conditions:

    - ASCII text file will include as-built structure locations such as catch basins, gate valves, manholes, air valves, outfalls, service boxes or any existing underground structure within the limits of the project.

    - ASCII text file shall **only** include all as-built structure locations as well as any existing structures within the limits of the project and shall not contain other coordinated points such as curb shots, utility poles, corners of buildings, etc. This ASCII text file is to be used for importing structure locations into the City's GIS.

All coordinated points for the structures shall be delivered in a single comma-delimited ASCII text file. Each line of the file shall contain coordinate values (NAD83 CSRS Horizontal and HT2 Vertical) for a single point as follows:

Pt Number,Northing,Easting,Elevation,Field Code (Numeric)

1,7362284.223,2533177.653,15.207,3
2,7362028.622,2533004.711,25.695,16
3,7362009.446,2532991.590,25.935,4

The field code in the ASCII text file shall be City of Saint John field codes (i.e. Numeric Field Codes).

City of Saint John Field Codes			
3	CB EXIST CENTER	50	CATCHBASIN MANHOLE
4	CB EXIST EDGE	51	CATCH BASIN PYRD TOP
6	CULVERT	54	DRAIN TILE

14	FIRE HYDRANT	58	MH CP TELEGRAPH
16	GATE VALVE EXISTING	69	UTILITY HYDRO BOX
24	MANHOLE EXIST	70	UTILITY TEL BOX
25	HYDRO MANHOLE	71	UTILITY CABL BOX
26	TELEPHONE MANHOLE	79	NEW SANITARY MANHOLE
27	OTHER	80	NEW STORM MANHOLE
46	WATER TRACE	81	NEW CB EDGE
43	UTILITY BOX	82	NEW CB CENTER
44	SERVICE BOX	83	NEW FIRE HYDRANT
45	VAULT	1205	GATE VALVE NEW

DRAWING DOCUMENTATION

1. The horizontal and vertical datum utilized shall be identified as NOTE 1 on all engineering drawings prepared for the City of Saint John. The horizontal and vertical datum shall be NAD 83 (CSRS) New Brunswick Double Stereographic Projection and the Canadian Geodetic Vertical Datum of 1928 (CGVD28).

2. All as-built drawings are to be marked on the title block in an obvious fashion with the text “Record Drawing” on the CAD files and manual copies of the drawings.

3. Each CAD project shall be accompanied with documentation to indicate CAD layers.
4. All required drawing documentation shall be summarized on a transmittal sheet submitted in both printed and digital versions. The transmittal sheet shall be placed on the same USB flash drive) as the drawing files that the documentation refers to. The transmittal sheet shall include:

    - Please find enclosed:
    - Job Title
    - Company/ Firm
    - Contact Person
    - Address
    - Email Address
    - Phone
    - List of attachments and digital files
    - Record Drawings (one (1) set) on High Quality Bond Paper

MEDIA

1. All electronic files shall be delivered on a digital format acceptable to the City.

2. All submitted digital files shall include a transmittal with the project title, contract number, contractor, consultant name, date of submittal, and list of contents.

3. Plans are to be produced on ISO **A1** paper size no larger than 600 x 900 mm.

Part F) <u>Construction Management</u>

The Consultant must prepare all required documentation for construction management in a formal and standardized format acceptable to the City. The list of documents must include but is not limited to the following: change orders, addenda, progress payments, summary of extras, minutes of meetings, status reports, construction and Consultant budget updates and forecasts, reports to the engineer, meeting agendas, reports on contractor performance, quality control test reports, deficiency lists, letters, memos and so on.

The Consultant is responsible for the **primary** field layout, including marking out property lines for the contractors. This may require the services of a legal surveyor where property pins are not present. The Consultant shall do the **primary** field layout at least once during each phase of the project. If the contractor does not preserve the layout stakes, the Consultant may request a fee from the contractor to replace them. The Consultant shall be responsible for the primary field layout, which consists of the layout of centerline, control points and structures. All other layout will be the responsibility of the contractor. The Consultant shall give the contractor all the information and survey data points required to build the works utilizing the standard City of Saint John field codes from Digital Drawing Standards.

The Consultant must co-ordinate, plan and notify all parties of all service shutdowns, testing, water main pressure testing & disinfection and system commissioning. The Consultant will submit drawings or neat sketches that clearly communicate the proposed activity for the City's approval. The City will prepare all water service shutdown notices and provide them to the Consultant for distribution. The Consultant must deliver the notices to each home and business affected. The inspector must attempt to talk to someone at each building to explain the shutdown and leave a notice in an obvious location if nobody is home. The Consultant must co-ordinate and plan traffic detours and review proposed work zone safety plans received from the contractor. The City of Saint John staff will translate all routine and standardized public notices during construction.

The Consultant must review and comment on all submissions and correspondence from the contractor and provide recommendations to the City as to the best course of action.

The Consultant must invite the WorkSafeNB safety inspector to the pre-construction meeting, giving the appropriate officer a minimum of one week's notice.

The Consultant shall immediately notify the Environment and Climate Change Canada's National Environmental Emergencies Centre (NEEC) (1-800-565-1633)

until personal contact is made on any sewage overflows discharged to the environment. The Consultant shall provide the location of the discharge, time of discharge, amount of discharge and a detailed description of the event. Consultants are responsible for preparing the detailed emergency report required within five (5) days should sewage overflow occur, with discharge to the environment, resulting from project activities.

The field inspector (or resident engineer) assigned to this project shall have significant (minimum four (4) years) related experience with such construction activity. The field inspector shall have a local cellular phone for the duration of the project and the number is to be provided to the City prior to the start of construction.

The field inspector shall have a copy of the latest revision of the General Specifications, the contract drawings and specifications and the standard format for Red Book Notes, the pipe report, video report, service cards, any applicable permits, or approvals onsite, and be familiar with them. The **principals of the consulting firm** must educate and prepare the field inspectors before the start of construction. They must understand the tasks and responsibilities of the position.

The City of Saint John Construction Inspection Guidelines shall be used as a basis for the general requirements for inspecting the construction and installation of municipal infrastructure.

The field inspector shall take pre-construction photographs and shall also take construction photographs for the duration of the project utilizing a digital camera. Each photograph must have the date taken on it and the location labeled. A labeled USB flash drive containing the digital photographs in chronological order shall be provided to the City at the end of the project.

The Consultant shall provide daily inspection 'Field Notes' to detail all work done on the construction site that day. **Daily Field Reports** in the Consultant's standard format shall be completed every day and sent to the City's project engineer once a week (by 4:00 pm at Monday) for the preceding week's work. The inspector shall also fill out service cards for each building serviced to detail the water, sanitary and storm services that are installed during the project.

During construction, the Consultant must provide the City with weekly e-mails (by Monday at 4:00 pm) indicating those staff members who worked on the project the previous week, a brief description on their work as well as how many hours each person worked.

The field inspector shall be available to work overtime and on weekends (if the contractor is working), without extra charges to the City. The Consultant will provide full-time inspection and be always on-site when the contractor is working. The inspector shall advise the City immediately when work on-site starts or stops unexpectedly and of all planned schedule changes and of all changes to the work that may result in extra costs to the City or standby charges.

The Consultant shall review and approve the contractor's work including but not limited to all pipework, excavation, grading, compaction, concrete work, and asphalt paving, etc. In addition, the Consultant shall verify and provide detail on quantities of excavation and fill material, (measured by the inspector, not the contractor) as well as provide certification of work for progress payments.

The field inspector must ensure that the contractor flushes and videos (video camera inspection in colour) all required sewers and drains. The Consultant must review all sewer videos provided by the contractor, report any issues to the City and record them on the deficiency list as required.

4. METHOD OF PAYMENT

Upon award of the contract the City will execute an agreement with the successful engineering firm for the work to be performed. Payment of fees shall be in accordance with the terms of the Request For Proposal at the rates submitted and accepted in the Consultant's proposal, not to exceed the Recommended Minimum Hourly Rates as contained in The Association of Consulting Engineering Companies – New Brunswick fee guideline to a maximum of the upset fee for Parts A, B, C, D, and E as required.

For Part F, payment of fees shall be based on actual time in hours plus reimbursable expenses subject to approval by the City's Engineer.

The Consultant shall invoice the City monthly for the work performed in accordance with the Engineering Services Agreement. The Consultant shall provide a status report with each invoice outlining in detail the scope of the work completed during that month. Payments will not be processed unless the invoice is signed by an authorized representative of the company, accompanied by a status report in the proper timed based format (hourly rate x hours worked).

Engineering fees are not based on a percentage of the construction costs; therefore, the approved upset fees will not be changed due to the final construction costs being different from the current budget estimate. A change in the fees may be considered only if the scope of the engineering work is changed at the request of the City's Engineer.

Maximum or upset prices (including HST) will be included in the proposal for Part A, Part B, Part C, Part D and Part E of this project beyond which no additional payments will be considered unless first submitted by the Consultant in writing and authorized in writing by the City.

The price submitted for Part F shall be in the format of a budget estimate based on the estimated construction timeline of **eighteen (18) weeks for the project**:

In Part F, the Consultant's budget should assume a **55-hour work week** for the inspection services as well as **12 hours of project management per week** for the Consultant's Engineer overseeing the project **plus reimbursable expenses**.

The final amount paid to the Consultant for Part F shall be based on actual time in hours to complete Part F plus reimbursable expenses subject to approval by the City's Engineer.

The total price stated must also include an engineering contingency of $20,000 plus HST for unforeseen work.

No part of this contingency shall be expended without the written direction of the City's Engineer, and any part not so expended shall be deducted from the contingency allowance.

Payments for engineering work performed in the preparation of as-built drawings will only be made upon receipt of completed drawings.

5. TERMINATION OF CONTRACT

The City will reserve the right to terminate the contract with the Consultant Engineering Firm after completion of Part A or at any other time during the work. In such an event, payment will be made only for the work completed up to the time of termination.

The City of Saint John does not, by virtue of any proposal request, commit to an award, nor does it commit to accepting the proposal submitted, but reserves the right to award this proposal in a manner deemed to be in the best interest of the City.

6. CONTENT OF PROPOSAL

The Consultant shall confirm a clear understanding of the work to be undertaken as described in the Scope of Work. The proposal must demonstrate that the Consultant and its team have recent and significant experience with this type of work. When noting examples of experience gained on similar projects, the proposal must also note which current staff members worked on that project and what their role was. The proposal must specifically address all requirements of the work and any matters related to its successful implementation. The proposal must indicate what role each of the Consultant's team will be carrying out for the project. The Consultant may **not** substitute the project team members noted in the proposal without permission of the City. When proposing a schedule, the Consultant must also indicate that their workload is such that they will have time to complete the project as promised. If the Consultant is very busy, they should either decline the work or propose a longer schedule at the time of the RFP submission.

The proposal shall include the following sections:

A. TECHNICAL PROPOSAL:

- Table of Contents
- Work Plan and Schedule
- Project Team
- Experience with similar projects

B. FINANCIAL PROPOSAL:

- Maximum or Upset Fee(s) for each of parts A, B, C, D and E.
- Budget Estimate for Part F.
- All costs are to be subtotaled (including contingency allowance) with the 15% HST component identified separately and added to arrive at a total cost.
- Billing Rate Summary (hourly billing rates for all key personnel).
- The Consultant must submit the cost breakdown in the following matrix format:

The financial proposal shall include separate prices (including reimbursable expenses) for each of Part A, Part B, Part C, Part D, Part E, and Part F.

A further breakdown of Part F is required with the financial proposal to identify all staff participating in Part F, including hourly rates, hours, and reimbursable expenses.

All sub-consultants such as geotechnical, legal survey, electrical, structural and others shall have their fees identified and included in the appropriate part of the proposal.

7. EVALUATION CRITERIA

For the purposes of this proposal call, submissions will be evaluated on the following criteria:

- *QUALITY AND COMPLETENESS* – Has the proposal addressed all the needs raised? Is the proposal presented in an organized and professional manner? (Criteria weight = 10 points)

- *CONSULTANT'S EXPERIENCE* – Has the proposal demonstrated a level of expertise with the requirements of this project? (Include references for projects of a similar nature.)
(Criteria weight = 20 points)

- *EXPERIENCE OF EMPLOYEES / SUB-CONSULTANTS* – Has the proposal demonstrated a level of expertise for the employees of the company and sub-consultants listed? (Include resumes for staff and sub-contractors required) (Criteria weight = 35 points)

- *METHODOLOGY* – Does the approach to the project outlined in the proposal address, in a realistic sense, attainable goals and is it in keeping with the City's expectations for the project?
  (Criteria weight = 75 points)

- *VALUE ADDED* – What additional information, technology, process, or options has the consultant included in his proposal? Is there value added to the consultant's response for this additional information?
  (Criteria weight = 10 points)

- *COST* – Cost will be a factor, however not the only factor to be considered.
  (Criteria weight = 50 points)

Consultants are advised that proposals will be evaluated solely based on information submitted in accordance with the request for proposals. The City reserves the right, if deemed necessary, to short-list the proposals and to request an additional verbal presentation from each short-listed proponent. The Consultant may supplement their presentation with a summary in written format to clarify points raised during the process.

8. INSURANCE REQUIREMENTS:

The consulting engineering firm shall obtain and keep in force, during the full duration of this contract, an Errors and Omissions Liability policy with a minimum limit of two (2) million dollars, and two (2) million dollars **per claim**. The policy shall include a clause stating that thirty (30) days' notice of cancellation of this policy will be given to the City of Saint John, by the insurers. Provide evidence of this policy.

The Consultant must provide proof of current coverage from WorkSafeNB prior to the start of the work.

The Consultant shall provide evidence of the following insurance coverage:

General Liability with minimum limits of two million (2) dollars per occurrence.

The policy shall include:

- Operations of the Consultant in connection with this project.
- Products and completed operations coverage.
- Contractual liability with respect to this project.
- The City of Saint John added as an additional named insured.
- A cross liability clause.
- Non-owned automobile.
- Thirty (30) day's written notice of cancellation of this policy will be given to the City of Saint John, by the insurers; and
- Standard automobile insurance for owned automobiles with at least the minimum limits allowed by law.

9. FORMALITY CLAUSE

In order for the City of Saint John to consider any proposal submission as a legally binding offer, on behalf of the Consultant, it is necessary for the Consultant to communicate this formality to the City in the form of an offer which contains the original signature of the individual or representative of the firm who is authorized to act on behalf of the Consultant.

To meet this requirement, all proposal submissions to the City of Saint John must be prefaced with a covering letter which contains an original signature of the individual authorized by the Consultant to submit proposals on their behalf.

The covering letter must be on official company letterhead, be dated and be addressed to the attention of the City of Saint John representative specified in the request for proposal document. Additionally, it must refer in the body of the letter to the request for proposal number and project title, as well as to the fact that the enclosed documents constitute a formal proposal offer and finally, the letter must contain the original signature as indicated.

Failure to include the required covering letter as a preface with your proposal will be grounds for immediate rejection on the basis that it is not formal.

10. STANDARD TERMS AND CONDITIONS

Addenda

Periodically, the City of Saint John is required to issue notification of changes or corrections to a bid document by way of addenda. Normally these notifications will have direct bearing on the cost of a project and will influence bidding. Therefore, it is important that the City have assurances that bidders have in-fact received the notification(s).
Bidders are responsible for obtaining all addenda issued by the City. Addenda may be obtained from the City's website (www.saintjohn.ca) under the menu option "Tender and Proposals".

Bidders are required to sign and include all addenda with their bid submission.
Failure to include a copy of all signed addenda with the bid submission may result in rejection of the bid regardless of whether the changes noted in the addendum are included in the bid submission.

Advisory Notice(s)

Periodically, the City of Saint John is required to issue clarification notices to a bid document in the form of Advisory Notices. Normally these notifications will not have a direct bearing on the cost of a project and will not influence bidding.

Bidders are responsible for obtaining all advisory notice(s) issued by the City. Advisory Notice(s) may be obtained from the City's website (www.saintjohn.ca) under the menu option "Tender and Proposals".

Bidders are instructed to sign the Advisory Notice and return it either by fax to (506) 658-4742 or email to supplychainmanagement@saintjohn.ca prior to the closing date.

Failure to comply with the instructions on an advisory may result in rejection of the bid.

Review of Proposals

The evaluation committee may invite proponents to meet with the review committee to make an oral/visual presentation in support of their proposal. The City will provide the meeting venue at its cost. The proponent shall bear its own costs related to such meeting.

Additional Information from Proponents

The City of Saint John reserves the right during evaluation of the bids to seek further information from any proponent and to utilize that information in evaluation and award without becoming obligated to seek further information from any other proponents.

Clarification of Bids

The City of Saint John reserves the right in its sole discretion to clarify any bid after close of bidding without becoming obligated to clarify any other bid.

Negotiation

The City reserves the right in its sole discretion to negotiate the final terms and conditions of the engagement contract with the most probable candidate for award prior to award of the engagement.

Inconsistency between Paper and Electronic Form

If there is any inconsistency between the paper form of a document issued by or on behalf of the City to proponents and the digital, electronic or other computer readable form, the paper form of the document prevails.

Acceptance, Revocation and Rejection of Proposals

The proposal constitutes an offer which shall remain open and irrevocable until 90 days after the date of the proposal opening.

Reserved Rights

The City reserves the right to:

a) Reject an unbalanced Proposal. For the purpose of this section, an unbalanced Proposal is a Proposal containing a unit price which deviates substantially from, or does not fairly represent, reasonable and proper compensation for the unit of work bid or one that contains prices which appear to be so unbalanced as to adversely affect the interests of the City. The City reserves the right to use Proposals submitted in response to other like or similar Requests for Proposals as a guideline in determining if a bid is unbalanced.

b) Amend or modify the scope of a project, and/or cancel or suspend the Bid Solicitation at any time for any reason.

c) Require proponents to provide additional information after the Closing Date for the Bid Solicitation to support or clarify their bids.

d) Not accept any or all bids.

e) Not accept a bid from a bidder who is involved in litigation, arbitration or any other similar proceeding against the City.

f) Reject any or all bids without any obligation, compensation or reimbursement to any bidder or any of its team members.

g) Withdraw a Bid Solicitation and cancel or suspend the Bid Solicitation process.

h) Extend, from time to time, any date, any time period or deadline provided in a Bid Solicitation (including, without limitation, the Bid Solicitation Closing Date), upon written notice to all bidders.

i) Assess and reject a bid based upon:
   i. information provided by references.
   ii. the bidder's past performance on previous contracts.
   iii. information provided by a bidder pursuant to the City exercising its clarification rights under the Bid Solicitation process.
   iv. the bidder's experience with performing the type and scope of work specified including the bidder's experience.
   v. other relevant information that arises during a Bid Solicitation process.

j) Waive formalities and accept bids which substantially comply with the requirements of the Bid Solicitation.

k) Verify with any bidder or with a third party any information set out in a bid.

l) Disqualify any bidder whose bid contains misrepresentations or any other inaccurate or misleading information.

m) Disqualify any bidder who has engaged in conduct prohibited by the Bid Solicitation documents.

n) Make changes including substantial changes to the bid documents provided that those changes are issued by way of an addendum in the manner set out in the Bid Solicitation documents.

o) Select any bidder other than the bidder whose bid reflects the lowest cost to the City.

p) Cancel a Bid Solicitation process at any stage.

q) Cancel a Bid Solicitation process at any stage and issue a new Bid Solicitation for the same or similar deliverable.

r) Accept any bid in whole or in part.

And these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the City shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any bidder or any third party resulting from the City exercising any of its express or implied rights under a Bid Solicitation.

Limitation of Liability and Waiver

In every Bid Solicitation, the City shall draft the documents such that each bidder, by submitting a bid, agrees that:

a) Neither the City nor any of its employees, agents, advisers or representatives will be liable, under any circumstances, for any claims arising out of a Bid Solicitation process including but not limited to costs of preparation of the bid, loss of profits, loss of opportunity or any other claim.

b) The bidder waives any claim for any compensation of any kind whatsoever including claims for costs of preparation of the bid, loss of profit or loss of opportunity by reason of the City's decision to not accept the bid submitted by the bidder, to award a contract to any other bidder or to cancel the Bid Solicitation process, and the bidder shall be deemed to have agreed to waive such right or claim.

Proposal Debrief

Immediately following the City's acceptance of a Proposal submitted, Materials Management shall send a written notification of award to all unsuccessful proponents disclosing the name of the successful proponent and providing a brief explanation rationalizing the City's selection:

a) For all Requests for Proposals valued at Fifty Thousand Dollars **($50,000.00) or less**, the written notification of award will be the only form of debriefing offered by the City;

b) In the case of Requests for Proposals valued **in excess** of Fifty Thousand Dollars **($50,000.00)**, Supply Chain Management may, in addition to the notification of award and upon written request from any proponent, provide a more detailed oral debriefing either by phone or in person, as required by the proponent. During this debriefing, Supply Chain Management may disclose information such as the total price of the successful proponent and may discuss an overview of the process as well as the strengths and weaknesses of the requesting proponent's proposal.

c) The written request referred to paragraph (ii) shall be submitted to the Office of the Purchasing Agent no later than fifteen (15) business days after the notification of award is issued.

d) The acceptance of the successful Proposal shall not be discussed during a debriefing.

11. SUBMITTALS

When preparing the Agreement for Engineering Services, the Consultant is required to submit a "Business Corporation Act Certificate" to the engineer.

12. ENQUIRIES

All inquiries regarding this request for proposals shall be submitted in writing via email, by **4:00:00 p.m. Local Time on Tuesday, January 25th, 2022**, only to the attention of:

Monic MacVicar, CCLP, CPPB
Procurement Specialist
Supply Chain Management
E-mail: supplychainmanagement@saintjohn.ca

Responses to enquiries will be in writing and distributed by e-mail to all Consultants registered as having received the Terms of Reference as of the date the response is prepared. The source of the question will not be identified in the response. Verbal information shall not be binding upon the City. Enquiries after the above deadline will not receive a response.

13. ATTACHMENTS

- Garden Street (City Road to Coburg Street) – Limits of Project
- Complete Streets – Garden Street
- Bike Lane Functional Plan C3
- City of Saint John Vaccine or Test SOP
- Vaccine or Test Acknowledgement Form

- Survey Information
- Locates

14. OTHER RELEVANT DOCUMENTS

- City of Saint john General Specifications, latest revision
- City of Saint John Construction Inspection Guidelines, latest revision
- Standard Format for City of Saint John Red Book Notes, latest revision

15. SUBMISSION OF PROPOSALS

Consultants shall deliver six (6) copies of the Technical Proposal and supporting information and six (6) copies of the Financial Proposal no later than **4:00:00 pm, Local Time, Thursday, February 3rd, 2022**, clearly indicating the Consultant's name and address and marked **"Proposal: 2022-091001P, Engineering Services – Garden Street (City Road to Coburg Street)- Infrastructure Renewal and Street Reconstruction"**, to the attention of:

Monic MacVicar, CCLP, CPPB
Procurement Specialist
Supply Chain Management
City of Saint John
175 Rothesay Avenue, 1st Floor
Saint John, NB E2J 2B4

Please note that:

1. Late proposals or proposals submitted by e-mail will be rejected.

2. The City assumes no responsibility for improperly addressed or delivered proposals.

3. The City of Saint John does not, by virtue of this proposal call, commit to an award of this proposal, nor does it commit to accepting the lowest or any proposal submitted, but reserves the right to award this proposal in any manner deemed to be in the best interest of the City.

4. The Financial Proposal is to be submitted in the Consultant's package in a separate sealed envelope, clearly marked as **"Financial Proposal: 2022-091001P, Garden Street (City Road to Coburg Street) – Infrastructure Renewal and Street Reconstruction"**, with the Consultant's name and address.

5. Consultants must propose on the entire project – incomplete proposals will be rejected.

Immediately following the closing time, proposal packages will be publicly opened in the office of the Manager, Supply Chain Management. Only the names and addresses of the proponents will be made public at this time. No other information about the proposals will be disclosed at that time. Proposals will then be forwarded to an evaluation committee for review and recommendation.

Proposals will **NOT** be opened publicly due to the on-going pandemic.

Charts
Saint John Throughway East
375 CI
City Road
Garden Street
Charles Street
200 PVC
Bayard Drive
Station Street
400 CI
375 CI
Hazen Street
Somerset Street
Garden Street
Coburg Street
Dorchester Street
Cliff Street
Cliff Street 0 CI
200 Cliff Street
Hazen Street
Garden Street
Coburg Street
200 PVC
Paddock Street
Dorchester Street
Limits of Project

NOTES

Legend:

- 2021 Construction Year
- 2022 Construction Year
- 2023 Construction Year
- 2024 Construction Year
- 2025 Construction Year
- 2026 Construction Year

NO.	DATE	REVISIONS	BY	APPR.

Englobe

PRELIMINARY ONLY — NOT TO BE USED FOR CONSTRUCTION

PROJECT TITLE

SAINT JOHN UPTOWN COMPLETE STREETS

SAINT JOHN N.B.

DRAWING TITLE

PROJECT LOCATION PLAN

Scale	Drawn By	Design By
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	Sheet 1 of 30	

File Name
2104577-1 STREET X-SECTIONS.DWG

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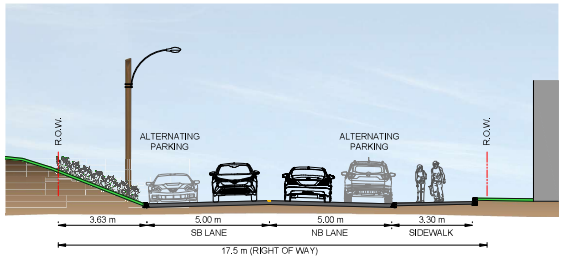

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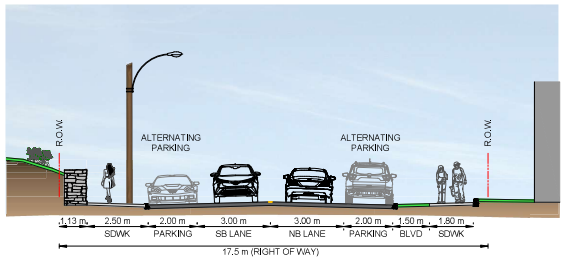

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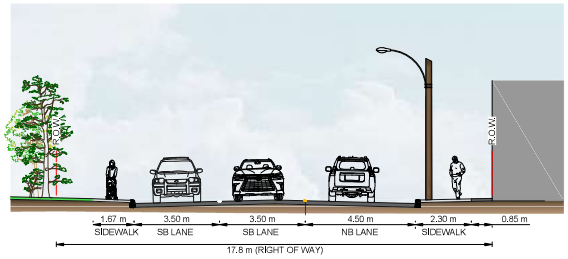

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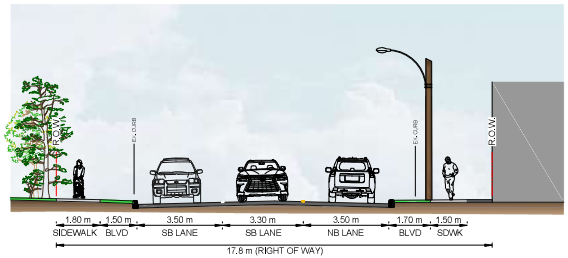
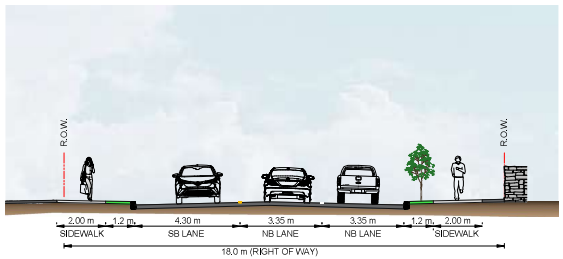


GARDEN STREET (SECTION G1)
PROPOSED



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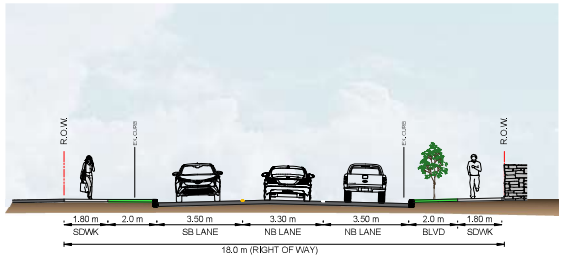

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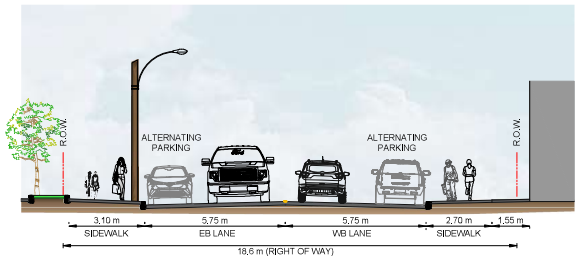

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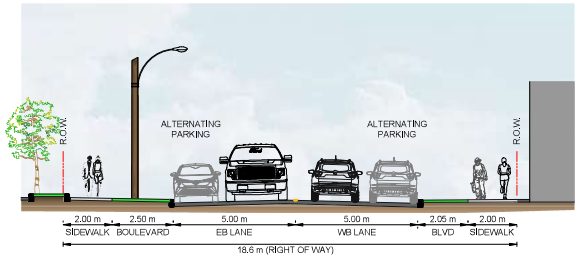

PETERS STREET (SECTION H)
PROPOSED

NOTES

NO.	DATE	REVISIONS	BY	APPR.

Englobe

PRELIMINARY ONLY
NOT TO BE USED FOR CONSTRUCTION

PROJECT TITLE

SAINT JOHN UPTOWN COMPLETE STREETS

SAINT JOHN N.B.

DRAWING TITLE

EXISTING AND PROPOSED CROSS-SECTIONS

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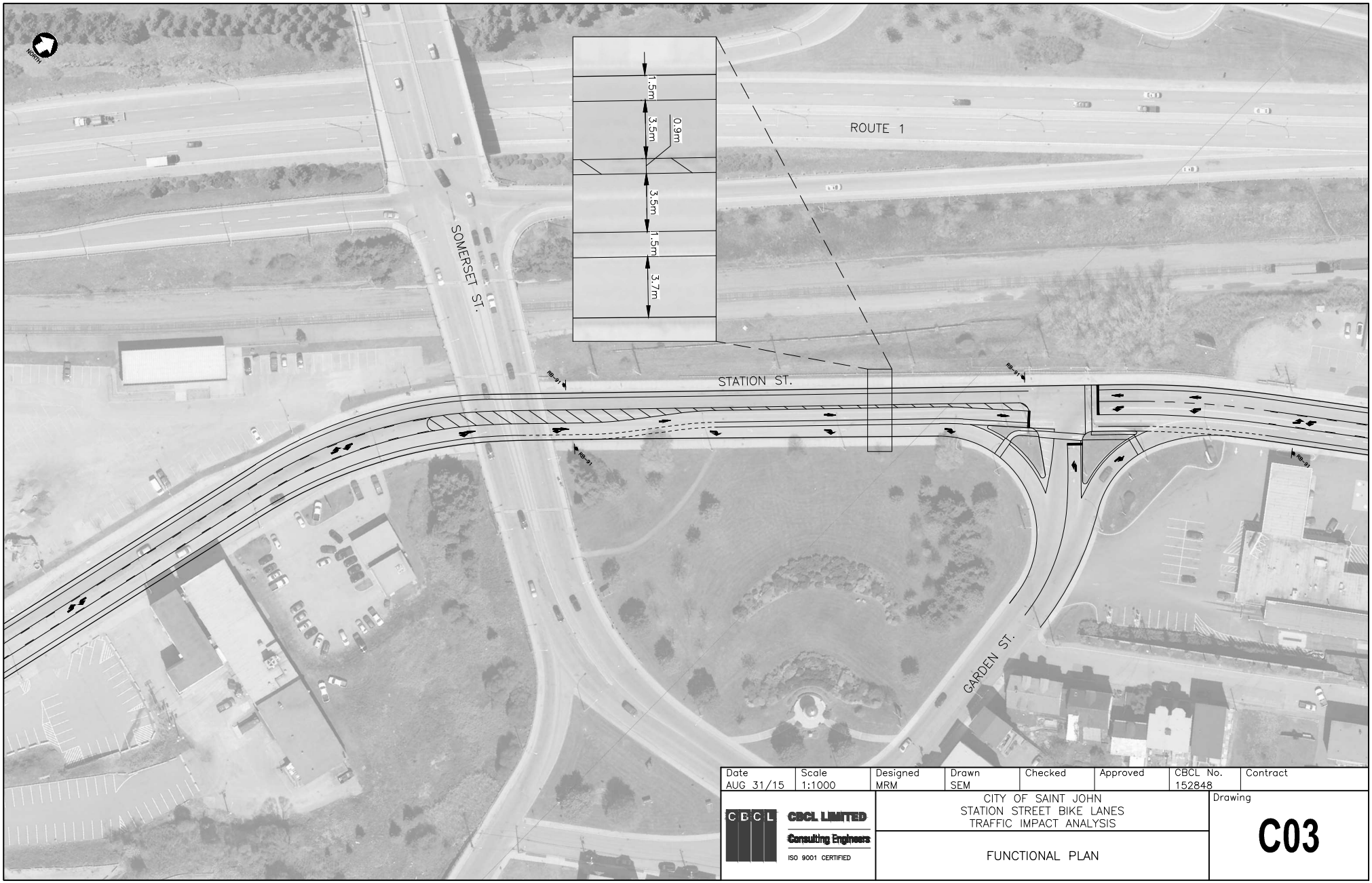

Date	Scale	Designed	Drawn	Checked	Approved	CBCL No.	Contract
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CBCL LIMITED
Consulting Engineers
ISO 9001 CERTIFIED

CITY OF SAINT JOHN
STATION STREET BIKE LANES
TRAFFIC IMPACT ANALYSIS

FUNCTIONAL PLAN

Drawing
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SAINT JOHN

COVID-19 Vaccine or Test Policy

Subject: COVID-19 Vaccine and Test Policy, Version 2	Category: Policy
Policy No.:	M&C Report No.: 2021-248
Effective Date: December 8, 2021	Next Review Date: TBD
Area(s) this policy applies to: All Employees/ Council Members attending City Workplaces	Office Responsible for Review of this Policy: Human Resources
Related Instruments:	Policy Sponsor: City Manager
	Document Pages: 7

Revision History:

City Clerk's Annotation for Official Record

I certify that the Vaccine or Test Policy Statement was adopted by resolution of Common Council on September 7, 2021

I certify that the Vaccine or Test Policy was approved by the City Manager on September 13, 2021

Sep 16, 2021

Contact: Human Resources
Telephone: 506-658-2866
Email: humanresources@saintjohn.ca

1.0 Policy Statement

In the context of the COVID-19 pandemic, the City of Saint John will adopt a Vaccine or Test policy requiring that employees and members of Common Council who attend the workplace either show proof of full vaccination, or wear masks and regularly undergo COVID-19 testing.

2.0 Purpose and General Requirement

The City of Saint John must provide a safe work environment. Implementing this policy helps protect employees, members of Common Council, third parties who work at City buildings and, generally, the community we serve from infection, serious illness, hospitalization and death associated with the COVID-19 pandemic.

Employees and members of Common Council who attend the workplace shall either provide proof of full vaccination or wear a mask and regularly undergo COVID-19 testing. Participation in the Vaccine or Test program is mandatory. The program shall remain in force pending adviceto Council by the City Manager that it is no longer required, and the subsequent rescinding of the policy statement by Council.

3.0 Context and Scope

Federal and Provincial Governments and Public Health have urged all eligible residents to receive the COVID-19 vaccination. They have also made public statements regarding the effectiveness of the vaccine in preventing the spread of COVID-19. Evidence has shown that the vaccine protects individuals, their families and their communities against severe illness, hospitalization and even death from COVID-19. This policy is a condition of access to the City of Saint John workplaces for its employees, members of Council and third parties to ensure that the City provides a safe work environment for its workforce and those it serves during the COVID-19 pandemic.

This policy applies to all City of Saint John employees (current and new hires), members of Common Council, contractors, on-site vendors, suppliers and volunteers who attend City workplaces.

Contingent upon the availability of the vaccine, and unless medically unable to receive the vaccine or subject to accommodation on Human Rights grounds, it is expected that all City of Saint John employees, members of Common Council, contractors, on-site vendors, suppliers and volunteers who attend City workplaces will be fully vaccinated against COVID-19 or wear a mask and undergo COVID-19 testing.

Employees who do not comply with this policy will be subject to the disciplinary process, up to and including dismissal. They will be sent home on leave without pay pending investigation and necessary disciplinary action.

In the event of an outbreak in a workplace, the testing requirements may be temporarily modified (including for fully vaccinated employees) based on Public Health guidance.

Vaccination appointments may be made by visiting the following site:

https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html

4.0 LEGISLATION AND STANDARDS

The New Brunswick *Occupational Health and Safety Act* (NBOHSA) requires that employers take every reasonable precaution to ensure the health and safety of their employees. In addition, the City of Saint John Safety Policy amplifies the City's burden of due diligence in representing the health and safety of its employees as a central obligation of the City of Saint John.

5.0 IMPLEMENTATION

Employees and Members of Council

Current employees and members of Council have until Monday, September 20, 2021, or if absent, until their return to work, to provide proof of full vaccination. Employees will provide proof to their managers of such vaccination. Members of Council are requested to provide proof to the City Clerk. Departments will not keep a copy of their employee (or member of Council) vaccination records. They will simply maintain a list of who has provided proof of vaccination. Managers will provide this list to Human Resources in a format to be announced by Human Resources.

Employees and members of Council who do not provide proof of vaccination by September 20, 2021, must always wear a mask in the workplace.

For consumption of food and drink, employees who are required to wear a mask may remove the mask if they are isolated from all others, sanitize their area after use, and are located in an area where incidental or accidental close contact (within 2 metres) is not possible. Those who are required to wear a mask must immediately re-mask after completion of the consumption of food or drink.

In addition to the mask requirement, employees and members of Common Council who do not provide proof of vaccination will be required to complete a COVID-19 point of care test (POCT) consent form and they must follow the COVID-19 testing requirements until such time that they provide proof of full vaccination.

Employees and members of Council who provide an approved certificate of a medical exemption to the vaccine or to wearing a mask will be managed on a case-by-case basis. Employees and members of Council who believe they meet this requirement must contact Human Resources for a review and possible exemption. Medical documentation will be required.

New Employees

New employees will be subject to this policy.

Contractors and On-site Vendors, Suppliers and Volunteers

Anyone who regularly works at City workplaces shall comply with this policy. City representatives within the department responsible for the contractors, suppliers or volunteers are responsible to inform those impacted by this policy and enforce this policy.

Accommodation on Human Rights Grounds

The City will accommodate employees and members of Council who cannot get vaccinated or wear a mask and undergo testing on Human Rights Grounds. Each situation will be managed on a case-by-case basis.

Members of the Public

Direction related to members of the public entering City facilities will be developed and modified as necessary based on guidance and direction from Public Health and the Government of New Brunswick.

As of 22 September, the Province did impose requirements for access to select public spaces. These requirements are likely to be fluid and change as the situation warrants. Therefore, access by members of the public to city facilities will not form part of this Policy but will be communicated to employees and our community through other mediums and products, on an "as required" basis.

Additional detail will follow, when provided by the Province.

6.0 COLLECTION AND TREATMENT OF INFORMATION

The City will review the proof of vaccination and test results of those to whom this policy applies but will not retain copies of such documentation. Instead, it will keep a list of employees and members of Council who have produced this information.

Access to proof of vaccination and test results will be limited to management who are administering the policy. Proof of vaccination and test results will be protected against unauthorized access and kept separate from employees' Human Resources files.

The information collected under the authority of this policy will be collected and used only for the purpose for which it is collected and will be destroyed when no longer required.

7.0 ROLES AND RESPONSIBILITIES

Employees and Members of Common Council

Employees and Members of Common Council are responsible for:

- Reading and understanding this policy and their responsibilities under it.
- Maintaining mutual respect and dignity in all workplace relations.
- If not already done, scheduling and receiving vaccinations if they choose to show proof of vaccination.
- Providing proof of COVID-19 vaccine status. Employees are to provide proof to their manager; members of Council to the City Clerk.
- If not providing proof of vaccination, completing COVID-19 POCT consent form.
- If not providing proof of vaccination, completing the consent form, completing a POCT test and providing result on a twice-weekly basis in compliance with this policy.
- If required to test, reviewing, and following testing instructions.
- If not fully vaccinated, always wear a mask in the workplace except when isolated for the consumption of food or drink. See Section 5 for further clarification.
- If applicable, providing an approved certificate of medical exemption to Human Resources.
- Responsible for requesting additional testing kits (if applicable).

Management

Management is responsible for:

- Reading and understanding this policy and their responsibilities under it.
- Maintaining a current list of employees within their work units with the employees' vaccination status; the format of which list will be provided by the Human Resources Department.

- Providing updates to Human Resources on employees' vaccination status when changes occur.
- Ensuring the appropriate level of privacy is in place.
- Providing employees proper testing instructions.
- Ensuring proper protocols are followed if an employee has a positive COVID-19 test result.
- Providing a copy of the policy to on-site vendors, suppliers, contractors and volunteers and ensuring they read and abide by the policy.

Human Resources

Human Resources is responsible for:

- Maintaining a master list of employees' vaccination status.
- Providing managers the format for employee vaccination list.
- Ensuring the appropriate level of privacy is in place.
- Ensuring POCT consent form is in place.
- Ensuring the proper protocols are in place so testing is performed correctly, safely and effectively.
- Ensuring that weekly test results are provided to the Province of New Brunswick as required.
- Ensuring testing products are available and correctly distributed and monitored.
- Ensuring protocols are in place if a positive test result is identified.
- Preparing the necessary instructions for testing and providing them to managers for onward briefing to employees.

On-site Vendors, Suppliers, Contractors and Volunteers

On-site vendors, suppliers, contractors and volunteers shall:

- Read and understand this policy and their responsibilities under it.
- Provide proof of COVID-19 vaccine status or a negative COVID-19 test result on a twice-weekly basis.
- If not fully vaccinated, always wear a mask in the City of Saint John workplaces.
- Those who provide an approved certificate of a medical exemption to the vaccine will be required to wear a mask and will be required to follow the testing requirements. Each such exemption will be reviewed on a case-by-case basis.

8.0 Monitor and Review

This policy will be reviewed as needed by the City Manager. As the COVID-19 pandemic unfolds, if the policy statement must change, the City Manager will take any proposed change to the policy statement to Common Council for approval.

9.0 Authorization

This Policy is authorized by the City Manager pursuant to a resolution of Common Council approved on September 7, 2021.

10.0 Resources

Government of New Brunswick: https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19.html

WorkSafe NB: https://www.worksafenb.ca/

New Brunswick Public Health: https://www2.gnb.ca/content/gnb/en/corporate/promo/covid-19/about-covid-19/testing-tracing.html#7

11.0 Procedures

Testing Requirements

An employee or member of Council who chose not to provide proof of their vaccination status shall complete a POCT two (2) times per week. These tests are to be performed three (3) days apart. The City will provide the POCT kits. Employees and members of Council will begin the testing as soon as the City provides the kits and will provide the results of each test to their manager in accordance with the instructions provided by their manager. The POCT test can be taken at home, prior to the start of the workday. Any fraudulent testing is grounds for disciplinary action up to and including dismissal.

A POCT takes approximately 15 minutes to complete. To learn more about the POCT test and how to use it, view: https://www.youtube.com/watch?v=EbVEQfnXwyU

If Positive POCT Result

Employees and members of Council must schedule a polymerase chain reaction (PCR) test immediately if they get a positive POCT test result or have two or more symptoms. Employees and members of Council will not attend the workplace until they get a negative PCR test result (they can work from home if operationally feasible and if they feel well enough to do so). If the

PCR test result is negative, they shall return to work. Employees can register for a PCR test online at www2.gnb.ca (Get Tested) or by calling 811.

If Negative POCT Result

Employees and members of Council will be able to attend workplace and will be required to continue with the required masking protocols and testing until proof of full vaccination is provided.

12.0 Glossary

Point of care testing (POCT) - diagnostic tests performed at or near the place where a specimen is collected. They provide results within minutes rather than hours. These may be NAAT, antigen, or antibody tests.

Polymerase chain reaction (PCR) - a test to detect genetic material from a specific organism such as a virus. The test detects the presence of a virus if you have the virus at the time of the test. The test could also detect fragments of the virus even after you are no longer infected.

13.0 Inquiries

Inquiries regarding this Policy can be addressed to the City of Saint John's Human Resources Department.

14.0 Appendices

N/A

15.0 Approval

Recommended	Title	Signature	Date
Stephanie Hossack	Commissioner, Human Resources	S. Hossack S. Hossack (Dec 8, 2021 13:03 AST)	Dec 8, 2021
John Collin	City Manager	JC Collin JC Collin (Dec 8, 2021 13:26 AST)	Dec 8, 2021

CITY OF SAINT JOHN

CONTRACTOR: VACCINE OR TEST ACKNOWLEDGEMENT FORM

CONTRACTOR INFORMATION

Company name:

Name of company representative:

Title of company representative:

Phone number:

Email:

Date or range of dates when contractor activities are to be carried out:

ACKNOWLEDGEMENT

This is to acknowledge and agree that, as of DATE, all employees and sub-contractors of COMPANY NAME that have been or are being deployed to do work for the City of Saint John by COMPANY NAME must and do comply with all the following:

- Have received, reviewed, and understand the City of Saint John Vaccine or Test Policy (the "Policy"), as amended from time to time
- Have either provided proof of COVID-19 vaccine status or a negative COVID-19 test result on a twice weekly basis to COMPANY NAME in full compliance with the Policy
- If not fully vaccinated, know always to wear and do wear a mask in the City of Saint John workplaces.

I acknowledge and agree that employees/subcontractors of _____ will either be fully vaccinated and will provide proof of their vaccination status, if requested, in full compliance with the Policy, as amended from time to time. If the employees/subcontractors are not vaccinated, I acknowledge and agree they will obtain COVID19 test twice weekly, with demonstrated negative results, and wear a mask as required. If testing is required, it will be _____ responsibility to ensure it is completed as required. I further acknowledge and agree that any fines, charges, or damages resulting from failure to comply with the Policy and the foregoing will be the sole responsibility of _____.

SIGNATURE: **DATE:**

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1036 7364392.070 2534514.692 18.181 8
1035 7364392.124 2534514.667 18.109 8
1034 7364390.362 2534513.884 18.273 8
1033 7364390.350 2534513.849 18.244 8
1032 7364390.302 2534513.834 18.259 38
1031 7364388.224 2534514.178 18.461 38
1030 7364386.354 2534514.401 18.722 38
1029 7364383.951 2534514.688 18.996 38
1028 7364381.592 2534515.000 19.277 38
1027 7364380.833 2534515.275 19.386 38
1026 7364380.289 2534515.792 19.533 38
1025 7364380.159 2534516.183 19.608 38
1024 7364380.123 2534517.380 19.817 38
1023 7364378.812 2534517.778 19.862 38
1022 7364378.659 2534517.849 19.902 8
1021 7364378.577 2534517.835 19.771 8
1020 7364378.939 2534518.811 19.855 4
1019 7364378.984 2534518.775 19.825 8
1018 7364379.083 2534518.763 20.018 8
1017 7364379.245 2534517.885 19.856 21
1016 7364380.702 2534520.493 20.222 31
1015 7364380.432 2534520.810 20.217 8
1014 7364380.410 2534520.884 20.061 8
1013 7364383.008 2534523.522 20.397 8
1012 7364382.938 2534523.590 20.185 8
1011 7364384.508 2534525.599 20.309 8
1010 7364384.562 2534525.544 20.500 8
1009 7364385.778 2534524.570 20.346 17
1008 7364387.599 2534523.579 19.767 17
1007 7364387.859 2534523.260 19.906 33
1006 7364387.950 2534523.418 19.931 13
1005 7364388.207 2534525.693 20.254 42
1004 7364390.484 2534526.881 20.271 13
1003 7364390.349 2534526.717 20.248 33
1002 7364388.469 2534527.716 20.685 39
1001 7364387.104 2534528.992 20.680 8
1000 7364387.025 2534529.039 20.519 8
1 7364433.336 2534480.359 14.551 5

City of Saint John

DEPARTMENT OF TRANSPORTATION AND ENVIRONMENT SERVICES

PROJECT: Garden St

COMPUTED BY: Kurt Smith | DATE: Nov 3/21 | RE: Inverts

MH 37 Block poor
in = 1.42
out = 1.62

GV 23 bibby box
TON = 1.35

MH 35 Brick poor
in 36 = 1.35
in Hazen = 2.42
out = 2.49
in Top 150 TC = 1.88

CB 36 precast fair
out = 0.92

MH 28 Brick poor
in 35 = 3.20
in 41 = 3.22
out = 3.25
Top of wm in MH = 1.80
in 61 Hazen = 1.42 Top 1.1 = 300mm conc

MH 21 Precast fair All Rings are Junk
in 20 = 1.62
in 22 = 1.72 150mm in = 2.49
In Charles = 2.44
out = 2.45

CB 22 precast fair
out = 1.00
in = 0.9

CB 20 precast fair
out = 1.24

City of Saint John

DEPARTMENT OF TRANSPORTATION AND ENVIRONMENT SERVICES

PROJECT: Garden St

COMPUTED BY: Kurt Smith | DATE: Dec 1/21

RE: Inverts

MH 16 precast good
In 19 = 2.28
In 17 = 1.35
out = 2.29

MH 4 Precast good
In 5 = 1.4
out 3 = 1.78

CB 44 precast good
out = 0.95

MH 46 Brick fair

In 44 = 1.14
Out = 3.65

GV 47 Chamber precast good Ton = 0.91

MH 45 precast good
In = 3.77
out = 3.78

GV 43 chamber precast good Ton = 1.25

MH 42 Brick poor
In = 2.50
Out = 2.53

City of Saint John

DEPARTMENT OF TRANSPORTATION AND ENVIRONMENT SERVICES

PROJECT: Garden St

COMPUTED BY: Kurt Smith | DATE: Dec 1/21 | RE: Inverts

MH 41 Brick poor
in = 2.39
out = 2.42

CB 40 precast good
Out = 0.68

CB 39 precast poor
Out = 0.79

GV 34 CNR

MH 39A Brick poor
in = 2.46
out = 2.51

CB 33 precast poor
out = 1.08

CB 38 precast poor
Out = 1.08

GV 31 chamber precast good Ton 1.03

GV 29 Chamber precast good Ton 1.01

GV 30 " " " " 0.98

MH 27 Brick poor
In = 3.14
Out = 3.18

CB 26 precast poor
Out = 1.04

City of Saint John

DEPARTMENT OF TRANSPORTATION AND ENVIRONMENT SERVICES

PROJECT: Garden St

COMPUTED BY: KWTSmith | DATE: Dec 1/21 | RE: Inverts

CB 24 Precast poor
Out = 0.84

CV 25 Dibby box In = 1.46

MH 19 Precast good
In 21 = 3.16
In 27 = 3.15
In 18 = 3.00
out = 3.18

CB 18 precast fair
out = 1.58

CB 17 precast good
out = 0.94

CB 5 precast good
out = 1.05

CB 7 precast good
out = 1.19

MH 6 precast good
In 7 = 1.25
out 3 = 1.64
In 7&1 mH = 1.24

MH 3 Precast good
in 4 = 1.62
In 6 = 1.41
out = 2.54

In 16 = 2.42

City of Saint John

DEPARTMENT OF TRANSPORTATION AND ENVIRONMENT SERVICES

PROJECT: Garden St

COMPUTED BY: KWT Sm 12 | DATE: Dec 1/21 | RE: Inverts

GV 1 Chamber block fair TOA = 1.68

CB 2 precast good
Out = 1.57

AV 9 chamber Precast good Top of Valve 1.50

AV 8 chamber precast good Top of valve 1.53

CB 13 precast fair
out = 1.04

MH 12 precast good
In 11 = 1.75
In 13 = 1.66
In 14 = 1.70
out = 2.02

CB 14 precast good
out 1.14

CB 11 precast good
out = 1.30

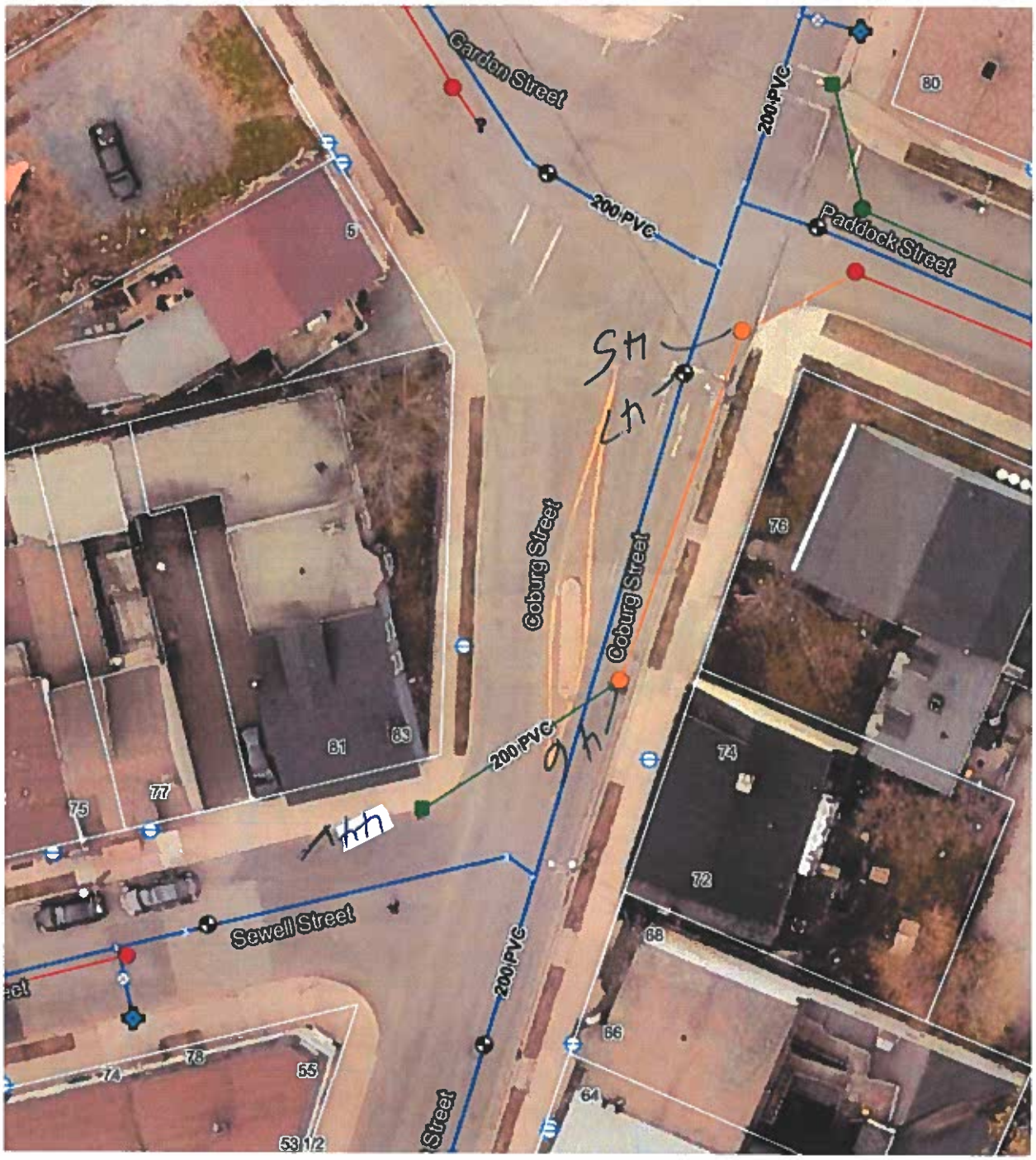
GV 10 Bibby bot TOA =

375 PVC
375 PVC
375 PVC
Garden Street
Garden Street
Garden Street
Garden Street
Station Street
Station Street
Station Street
Station Street
Station Street
City Road
City Road
400 CI
400 CI
400 CI
400 CI
400 CI
400 CI
200 CI
200 CI
375 CI
300 PVC
250 UNK
400 PVC
400 PVC
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15

Charles Street
Charles Street
300 PVC
375 PVC
375 TC
200 CI
200 CI
200 CI
200 CI
Garden Street
Garden Street
Garden Street
Garden Street
Station Street
Station Street
16
17
18
19
20
21
22
23
24
25
26

Somerset Street
Somerset Street
Garden Street
Garden Street
Garden Street
Garden Street
Hazen Street
Hazen Street
Hazen Street
Hazen Street
200 GI
375 TC
200-GI
200-GI
300 TC
300 TC
200 GI
300 TC
300 TC
200-PVC
200-PVC
200-PVC
27
28
29
30
31
32
33
34
35
36
37
38
42
36
34
67
61
65
28
29
27
25
58
56

Garden Street
Coburg Street
Paddock Street
200 PVC
300 TC
39
40
41
42
43
39.A
5
21
23
25
27
29
75
76
77
80


Garden Street
200 PVC
200 PVC
Paddock Street
80
5
Coburg Street
Coburg Street
76
81
83
200 PVC
74
75
77
72
Sewell Street
68
200 PVC
66
78
74
55
64
53 1/2
Street

Demande de plan
Engineering request

SITE DES TRAVAUX / WORK LOCATION	No DEMANDE / REQUEST No.
GARDEN ST	**2021427903**
MUNICIPALITÉ / MUNICIPALITY	**No PROJET / PROJECT No.**
SAINT JOHN, (SAINT JOHN, NB)	

INFORMATIONS SUR LE SITE / SITE INFORMATION

Intersection 1 : SOMERSET ST
Intersection 2 :

Type de travail
Type of work : DEMANDE DE PLAN / ENGINEERING REQUEST

Début travaux (j/m/a)
Work start date (d/m/y) : 26/10/2021 23:00

Demande valide jusqu'au (j/m/a)
Request valid until (d/m/y) : 26/11/2021

Priorité / Priority : DEMANDE INGÉNIERIE / ENGINEERING REQUEST

Réf. cartographique X: -66.060075
Mapping reference : Y: 45.278331

Zone excavée / Dig site :

Détails / Details :

DEMANDE / REQUEST

Créée le / Created on : 15/10/2021 14:33
Type demande
Request type : NOUVELLE DEMANDE / NEW REQUEST
No demande référence
Reference ticket No. :
Contact : Kurt Smith
Entreprise / Company : CITY OF SAINT JOHN
Courriel / Email : kurt.smith@saintjohn.ca
Téléphone / Phone : (506)-658-4553 ext.
Cellulaire / Cell :
Télécopieur / Fax :
Téléavertisseur / Pager :

AUTRE CONTACT / ALTERNATE CONTACT

Nom / Name :
Téléphone / Phone :

INFORMATIONS ADDITIONNELLES DU DEMANDEUR / REQUESTER ADDITIONAL INFO

MESSAGE GÉNÉRAL DES MEMBRES / GENERAL MESSAGE FROM MEMBERS

MESSAGE DU MEMBRE / MESSAGE FROM MEMBER	No ORDRE INTERNE MEMBRE / MEMBER INTERNAL ORDER No.
Travaux débutés / Work Started	

TRAITÉ PAR / TREATED BY : Tim Shipley **DATE :** 19/10/2021

80.44 m
100
100
Station St
Garden St
Charles St
Bayard Dr
Bayard Dr
St. Joseph's Hospital
Hazen St
Coburg St
Grace Presbyterian Church
BELL ALIANT SHOWN BY ORANGE LINE
Somerset St
Dorchester St
Hazen St
Garden St
Coburg St
Cliff St
Cliff St
Google
Map data ©2021 Imagery ©2021 Maxar Technologies
Google
©2021 Maxar Technologies

Campbell, John

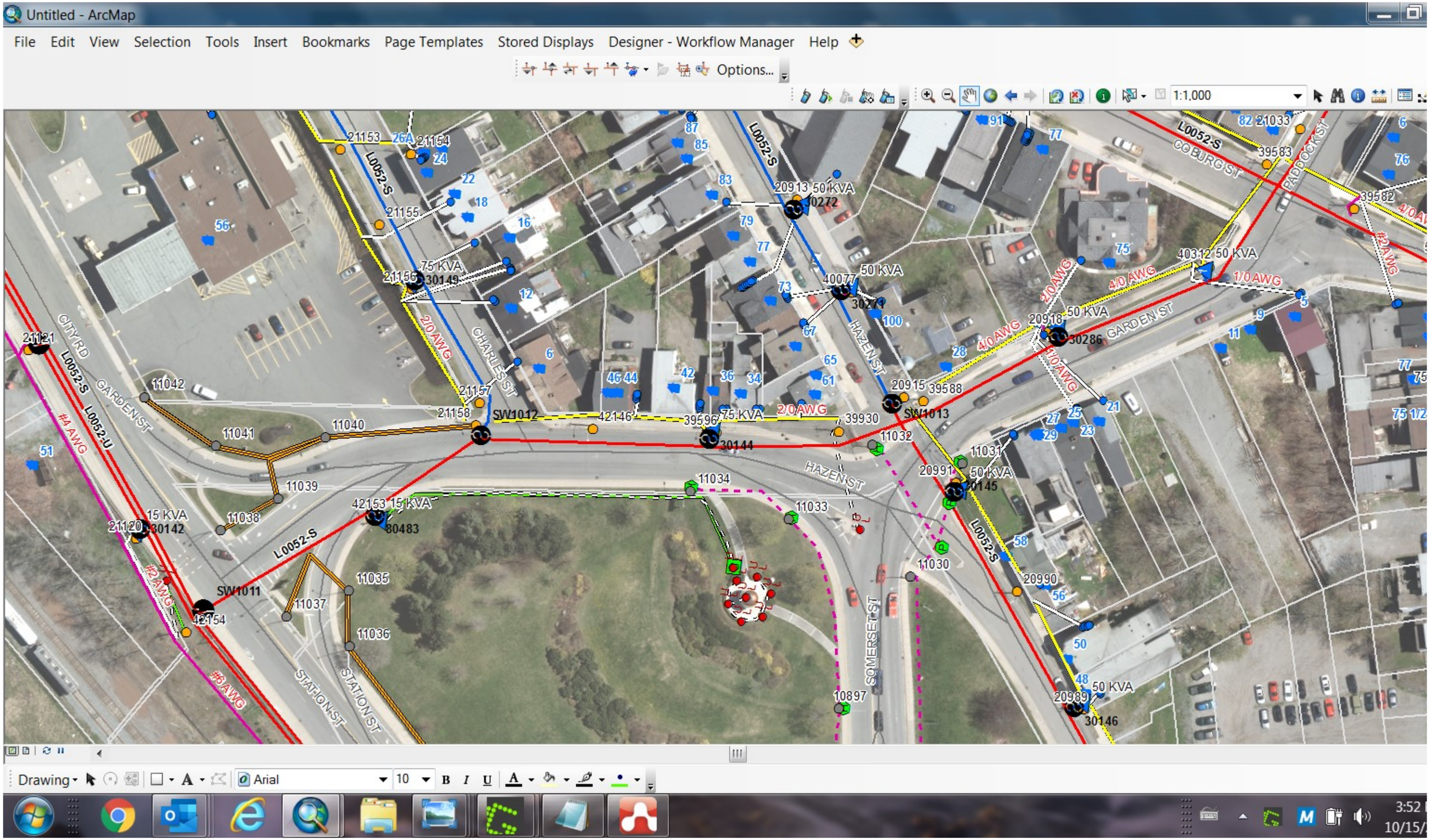
From: Smith, Kurt
Sent: January 10, 2022 8:36 AM
To: Campbell, John
Subject: Fw: Garden ST

This is what SJ Energy sent me for locates. Apparently, the dotted lines are underground.

From: Paul Graves <paul.graves@sjenergy.com>
Sent: Thursday, December 9, 2021 3:42 PM
To: Smith, Kurt <kurt.smith@saintjohn.ca>
Subject: FW: Garden ST

[External Email Alert] **Please note that this message is from an external sender. If it appears to be sent from a Saint John employee, please forward the email to spamsample@saintjohn.ca or contact IT Service Desk at 649-6047.**

from: Paul Graves
Sent: Friday, October 15, 2021 3:53 PM
To: Smith, Kurt <kurt.smith@saintjohn.ca>
Subject: Garden ST


Untitled - ArcMap
File Edit View Selection Tools Insert Bookmarks Page Templates Stored Displays Designer - Workflow Manager Help
Options...
1:1,000
L0052-S
L0052-U
CITY RD
GARDEN ST
CHARLES ST
HAZEN ST
COBURG ST
PADDOCK ST
SOMERSET ST
STATION ST
#4 AWG
#2 AWG
#6 AWG
2/0 AWG
4/0 AWG
1/0 AWG
75 KVA
50 KVA
15 KVA
SW1011
SW1012
SW1013
30149
30272
30271
30286
30144
30145
30142
30146
80483
Drawing
Arial
10