



REQUEST FOR PROPOSAL

RFP 2022-01

April 4, 2022

**City of Duncan – Development Cost Charges
/ Capital Cost Charges
Review and Update 2022**

City of Duncan, Engineering Department
Attention: Brian Murphy, Director, Public Works and Engineering
City of Duncan, 200 Craig Street
Duncan, BC V9L 1W3

Submission Deadline: April 21, 2022 at 12:00 p.m. local time

TABLE OF CONTENTS

DEFINITIONS	3
1.0 - INTRODUCTION.....	3
1.1 PURPOSE.....	3
2.0 - INSTRUCTIONS TO PROPONENTS	3
2.1 SUBMISSION OF PROPOSALS.....	3
2.2 INQUIRIES	4
3.0 - GENERAL TERMS OF PROPOSAL PROCESS.....	5
3.1 PROPOSAL PREPARATION COSTS	5
3.2 PROPOSAL EVALUATION.....	5
3.3 PROPOSAL PRESENTATION	5
3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION.....	5
3.5 CONFLICT OF INTEREST	6
3.6 NO COLLUSION	6
3.7 LITIGATION	6
3.8 NO CONTRACT	6
3.9 ACCEPTANCE OF PROPOSAL.....	6
3.10 PROPOSAL CONTENT	7
3.11 SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA	7
3.11 SUBCONTRACTORS.....	8
3.12 PROPOSAL CONTENT & INNOVATION	8
3.13 WORKERS COMPENSATION ACT.....	8
4.0 - SCOPE OF WORK AND SCHEDULE.....	8
4.1 STATEMENT OF UNDERSTANDING	8
4.2 EXTRA WORK – PRICING	8
4.3 SCHEDULING.....	9
4.4 PROJECT BUDGET	9
4.5 SCOPE OF WORK.....	9
5.0 - COMMUNICATIONS	10
6.0 - FEES AND DISBURSEMENTS.....	10
APPENDIX “A”	11

**REQUEST FOR PROPOSAL
RFP PROGRAM TITLE:
DEVELOPMENT COST CHARGES /
CAPITAL COST CHARGES
REVIEW AND UPDATE 2022**

DEFINITIONS

“**CONTRACTOR or CONSULTANT**” means the Proponent whose Proposal has been accepted by the City of Duncan and is awarded a contract by the City of Duncan to carry out the Work.

“**CoD**” means the City of Duncan.

“**PROPONENT**” means the responder to this RFP.

“**PROPOSAL**” means a proposal to carry out the Work submitted by a Proponent in response to this RFP.

“**RFP**” means this Request for Proposal.

“**WORK**” means and includes anything, and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.

1.0 - INTRODUCTION

1.1 PURPOSE

This Request for Proposals (the “RFP”) is an invitation by the City of Duncan (the “CoD”) to prospective proponents to submit proposals for the City of Duncan Development Cost Charges / Capital Cost Charges Review and Update 2022.

The overall objective of the City is for the development of an updated Development Cost Charge (DCC) Bylaw and Report establishing water, sewer, road, and storm sewer rates for residential, commercial, and industrial uses. The City’s Development Cost Charge Bylaw needs to reflect future infrastructure costs related to projected growth and advances in DCC best practice.

The main focus of this review and update is for the City’s Development Cost Charges. Additionally, as the City’s water system extends outside of the municipal boundaries, an overall review with recommendations for updating the City’s Capital Cost Charges (CCC’s) is also required, subject to the maximum project budget that is available.

2.0 - INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION OF PROPOSALS

The Proposal and their envelopes should be clearly marked with the name and address of the Proponent and the RFP program title. The sealed envelope should be addressed to the following:

CITY OF DUNCAN – DCC / CCC REVIEW AND UPDATE 2022
REQUEST FOR PROPOSAL

Attn: Brian Murphy, Director, Public Works and Engineering
City of Duncan
200 Craig Street
Duncan, BC V9L 1W3
Office: 250-746-6126
Email: bmurphy@duncan.ca

Proposals should be received on or before the **Closing Time** of:

TIME: 12:00 p.m. local time
DATE: April 21, 2022

Proposals will be accepted until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time.

CoD will accept e-mail or electronic submissions for the submission deadline. Proponents who submit an electronic submission are requested to follow with printed hardcopies (3 copies) by a target date of April 25, 2022, for receipt of those hardcopies by CoD. In the event of any discrepancy or question related to an electronic submission, the hardcopy will be used to resolve the matter. An electronic submission alone – prior to the official submission deadline – will be acceptable.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by fax, email, or hard copy. It is the Proponent's sole responsibility to ensure the revisions are received by the CoD prior to the Closing Time.

2.2 INQUIRIES

Proponents must carefully examine the RFP documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the Contract or RFP or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by CoD. All Addenda are to become part of the Proposal Documents and receipt of Addenda should be acknowledged by the Proponent in the submission.

Verbal discussion between CoD Council or staff and a Proponent shall not become a part of the RFP or modify the RFP unless confirmed by written Addendum.

3.0 - GENERAL TERMS OF PROPOSAL PROCESS

3.1 PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against CoD will be accepted. CoD shall not be responsible for any costs involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.2 PROPOSAL EVALUATION

CoD recognizes that “Best Value” is the essential part of purchasing a product and/ or service and therefore CoD may prefer a Proposal with a higher price, if it offers greater value and better serves CoD’s interests, as determined by CoD, over a Proposal with a lower price. Appendix “ A” contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Appendix A, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

CoD, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;
- Waive any minor irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the Request for Proposals;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist CoD in evaluating Proposals;
- Negotiate changes with the successful Proponent; and
- Withdraw the Request for Proposal.

3.3 PROPOSAL PRESENTATION

CoD reserves the right to request one or more of the Proponents whose submissions are of particular interest to CoD, to make oral presentations to CoD.

3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of CoD and will not be returned to the Proponent. CoD will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that CoD is a “public body” as defined in and subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- a) Trade secrets of the Proponent;
- b) Financial, commercial, scientific, or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- c) Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

3.5 CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with CoD, its elected or appointed officials or employees, any property ownership direct or indirect in the jurisdiction. CoD may rely on such disclosure.

3.6 NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.7 LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may be disqualified from the evaluation process.

3.8 NO CONTRACT

This RFP is not a tender and does not commit CoD in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on CoD by this RFP or submissions prior to the completed execution of a formal written Contract.

3.9 ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from CoD and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Proposal, the Proponent is expected to enter into a contract with CoD to perform the works or services set out and agreed upon in the Proposal.

The agreement that the successful Proponent will be expected to execute with CoD will contain terms similar to those contained in the MMCD Standard Client Consultant Agreement provided in

Appendix B. The agreement attachments will include the entire Request for Proposal, the Proponent’s total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

3.10 PROPOSAL CONTENT

Content to be included in the Proposal, but not limited to:

- Full name, address and telephone number of the submitting office of the Proponent and, where applicable, the name, address and telephone number of any branch office, affiliate or sub-consultant(s) that will be involved in the project.
- Project Manager: The Proposal should identify the proposed project manager who will be the single point of contact, responsible for direct interaction with CoD. State their position and professional discipline. Describe the work to be performed by the project manager, their qualifications and substantive experience directly related to the proposed Work.
- Proposed Project Team: The Proposal should list key individuals including the project manager who will have major responsibilities for the performance of the Work. Describe the work to be performed by each listed individual and their qualifications in terms of education and substantive experience directly related to the proposed project.

The Proposal must include the following endorsement:

“Identified Key Project Team members shall only be replaced with written approval of the CoD.”

- Methodology: The Proposal shall contain an outline of strategies and skills that will be used to manage the project’s expectations, resources, budget, and quality control. Discuss how each task will be carried out and what services or interaction is required from/ with CoD. Suggest alternative, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures which your company may use relevant to the required services.
- References: The Proposal should provide no less than three (3) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services for the experience cited.

3.11 SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

The information included in the Proponent’s submission will be used as the basis for evaluation.

No assumptions should be made that information regarding the Proponent or its participants, their experience, expertise, and performance on other projects is known, other than the documentation and responses submitted by the Proponent.

3.11 SUBCONTRACTORS

The Proposal shall include the company name of all sub-contractors and sub-consultants proposed to be used in the performance of the Work with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of CoD. If CoD so requires, the Proponent shall be prepared to confirm to CoD the competence of sub-contractors and sub-consultants prior to acceptance of the Proposal.

3.12 PROPOSAL CONTENT & INNOVATION

The Proponent should address in the Proposal submission, all the information as requested in the RFP documentation. The Proponent is also encouraged to include innovative, alternative, or unique solutions to the Proposal subject that may, along with other things, indicate cost initiatives, improved environmental impacts, better public relations and/ or project acceptance, reduced risk, improved management, or administrative efficiencies, etc. Any alternative Proposals submitted should include all the requirements of the original RFP with costs identified for comparative purposes.

3.13 WORKERS COMPENSATION ACT

The Proponent, and any proposed sub-contractors and sub-consultants, should provide a Work Safe BC (Workers Compensation Board) Registration Number in the Proposal and shall at the time of signing a contract agreement, provide proof of payment of claims in good standing with Work Safe BC.

4.0 - SCOPE OF WORK AND SCHEDULE

4.1 STATEMENT OF UNDERSTANDING

In their own words, the Proponent must show that they understand what the Work involves and what is required to complete the project. It is the Proponent's responsibility to demonstrate that they possess the required knowledge, understanding and capacity to carry out the Work as outlined in this RFP.

4.2 EXTRA WORK – PRICING

The proposal should include a schedule of fees and disbursements as to adequately perform the Work and satisfy the Scope of Work. In addition, a schedule of hourly rates should be included to be used in the event of unforeseen extra work. It is suggested that this schedule should include, but not be limited to, the following:

- a) Hourly rates of all office and professional staff etc.
- b) Hourly rates of all field staff etc.
- c) Hourly or unit rates of all equipment

All prices shall be in Canadian Funds and are to show taxes (if applicable) separately.

4.3 SCHEDULING

The target completion for the project is year-end 2022 however the Proponents may propose other timelines for consideration.

4.4 PROJECT BUDGET

The maximum budget available for this project is \$50,000.

4.5 SCOPE OF WORK

The purpose of this Request for Proposal (RFP) is to solicit submissions from qualified planning and/or engineering consultants to undertake a comprehensive review and update of the City of Duncan Development Cost Charge Bylaw No. 3147, 2015. The consultant will require expertise in land development principles, processes, and regulations. The consultant will be expected to generally follow the *Development Cost Charge – Best Practices Guide* and the *Development Finance Choice Guide*, published by the Province of British Columbia, Local Government Infrastructure and Finance Branch, and must follow all applicable requirements of the *Local Government Act*.

The review is to include roads, water, sewer, storm drainage, and parks projects.

The review and update must include the following tasks:

- Review of current DCC program and policies
- Update project DCC list, including project costs and timing
- Update DCC financial rate model and table
- Update of DCC rate calculations and present to Council
- Stakeholder Consultation as required by the Ministry
- DCC Bylaw / rate submission to the BC Inspector of Municipalities
- Review and recommendations for updates to water system Capital Cost Charges (CCC's)

Additional tasks may be proposed by the Consultant, subject to the maximum project budget that is available.

The Consultant is to complete a DCC/CCC Review and Update that is reflective of the latest regulations, technological advancements, sustainability principles, available tools and local government values, objectives, and strategies for Development Cost Charges.

References

The City of Duncan has the following information available on its website:

- Development Cost Charge Bylaw No. 3147, 2015 (with amendments to May 15, 2017)
- McAdam / Rotary Parks Master Plan 2021
- Official Community Plan, Bylaw No. 2030, 2007 – update pending for 2022

CITY OF DUNCAN – DCC / CCC REVIEW AND UPDATE 2022
REQUEST FOR PROPOSAL

The City’s Engineering Department has the following reports available to the successful Proponent:

Study	Year Completed	Status / Notes
Water Study	2021	Requires an additional scope of work from the engineering consultant to identify capital improvements required for projected system growth
Sewer Study	2019	Two maps for capacity, one for existing and one for future. The difference (both in scope and diameters) would be equate to the required DCC projects.
Storm Study	2012	Most likely remains unchanged from the previous Storm DCC’s review.
Transportation and Mobility Strategy	Spring - Summer 2022	Will identify priority transportation projects across the City. Draft report and Working Papers will be available for the project start date.
Parks / Trails	2021	McAdam / Rotary Parks Master Plan 2021

The February 2016 *Review and Update of Development Cost Charges – Final Report* will be made available to the successful Proponent as well.

With regards to water system Capital Connection Charges (CCC’s), the City’s water system map is provided as an Attachment to this RFP.

5.0 - COMMUNICATIONS

Regular updates to CoD project manager are required throughout the project.

6.0 - FEES AND DISBURSEMENTS

The fee schedule for the work is to be submitted along with the work program. The rates and total fees for each consultant must be identified in the fee schedule.

NOTE TO ALL BIDDERS: The City of Duncan may negotiate with the prospective Consultant(s) prior to signing a contract.



REQUEST FOR PROPOSAL

RFP 2022 – 01
March 31, 2022

APPENDIX “A”

Request for Proposal
Evaluation Form

APPENDIX “A”

REQUEST FOR PROPOSAL EVALUATION FORM

Proponent's Name: _____			
Project Title: DCC / CCC REVIEW AND UPDATE 2022			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
Basic Attributes	Proposal received prior to closing		
	Sub-consultant list submitted		
	Project Manager identified		
	Reference List		
	Hourly rates provided		
	Complete proposal as requested		
Step 2:		Assigned Points	Points
Proponent	Qualifications of firm and project team members	20	
	Experience of firm and project team members	20	
	Past Performance / References	15	
Proposal	Social and Community Values	5	
	Clarity of Proposal	10	
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (% weight)	30	
Total Score	Proponent + Proposal + Price Scores	100	

Note: weightings not final and may be adjusted