



**REQUEST FOR PROPOSAL**

**RFP 2023 – 01**

**March 15, 2023**

**Preliminary Engineering for Water System  
Chlorine / UV Treatment**

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 18, 2023 2:00 p.m. Pacific**

CITY OF DUNCAN – PRELIMINARY ENGINEERING WATER SYSTEM CHLORINE / UV TREATMENT  
REQUEST FOR PROPOSAL

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**RFP PROGRAM TITLE:  
PRELIMINARY ENGINEERING – WATER  
SYSTEM CHLORINE / UV TREATMENT**

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**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 engineering consultant proposals for Preliminary Engineering – Water System Chlorine / UV Treatment as further described in Section 4 *Scope of Work and Schedule* of the RFP.

The City of Duncan is considering upgrades to the water system for the potential addition of system-wide chlorination and UV facilities. Installation of chlorine treatment is anticipated to occur first, with UV treatment as a future second phase. The treatment systems must be designed to improve each other’s performance when installed.

The purpose of this RFP is to solicit submissions from Engineering Consultants who have significant and relevant design engineering experience in Chlorine / UV water treatment systems. The successful Proponent will provide a preliminary design that will identify the required upgrades to serve the water system for current and future demands with expansion capability across an agreed time horizon.

## 1.2 BACKGROUND

The City of Duncan has four (4) production wells providing water to three (3) storage reservoirs. Two reservoirs are located at 3186 Gibbins Road with the third located at 3074 Mountain View Crescent. Both storage reservoir sites contain booster pump stations that service the area adjacent with domestic and fire demands.

Existing Reservoir Specifications:

Eagle Heights Reservoir

Location: 3074 Mountain View Crescent, Duncan, B.C.

Age: 1979

Volume: 1,360 m<sup>3</sup>

New Reservoir Specifications (construction planned 2023/2024)

Volume: 2,300 m<sup>3</sup>

Gibbins Reservoir (2 storage tanks)

Location: 3186 Gibbins Road, Duncan, B.C.

Age: 1982 and 1992

Volume: 2,600 m<sup>3</sup> each

Existing Wells/Pumphouses:

Well #2 – 121 McKinstry Road

Well #3 – 545 Al Wilson Grove, includes a chlorination station

Well #4 – 2899 Boys Road, includes a chlorination station

Well #5 – 100 McKinstry Road

## 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:

**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](mailto:bmurphy@duncan.ca)**

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

**TIME: 2:00 p.m. Pacific  
DATE: April 18, 2023**

Proposals (3 hard copies) 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. Electronic submissions will also be accepted prior to the Closing Time; however, hard copies are also requested to follow.

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 shall 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 Councillors 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*.

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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 his/ her position and professional discipline. Describe the work to be performed by the project manager, his/ her 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 should 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 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 WorkSafe 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 WorkSafe BC.

## **4.0 - SCOPE OF WORK AND SCHEDULE**

### **4.1 STATEMENT OF UNDERSTANDING**

In their own words, the Proponent must show that they have an understanding of 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 PRICING AND EXTRA WORK**

The proposal shall include an overall schedule of fees and disbursements as to adequately perform the Work and satisfy the Work Plan and Final Deliverables. In addition, a schedule of hourly rates shall 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**

Proponents should provide a proposed project schedule indicating the tasks and deliverables with sufficient review time for the City at design review stages.

### **4.4 SCOPE OF WORK**

The project will include and consider:

- Project initiation and review of the design parameters
- Presentation of conceptual design option(s) with review stage
- Engineering design is to consider chlorine contact and dissipation time with regards to infrastructure location and the design and parameters of the existing and future water distribution network
- Consideration of regulatory requirements and associated future outlook
- Engineering design is to consider the advantages / disadvantages for Chlorination / UV at individual sites versus amalgamating sites for treatment
- Final outcome is a Preliminary Engineering Design of process and equipment that is specific to the City of Duncan water system, its associated facilities and their existing footprints
- Accommodation of UV as a future installation phase is required in the Preliminary Engineering design
- Cost estimates appropriate to Preliminary Engineering Design phase

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The final outcome must be site-specific preliminary engineering designs which are further progressed than conceptual design, however, are not detailed designs and will not be Issued for Tender documents.

#### **4.5 PROPONENT EXPERIENCE**

Proponents must have demonstrated recent and relevant experience in water system chlorination and UV engineering design from conceptual design stage through to site specific preliminary engineering designs.

Project experience must be listed and will be a significant factor in the evaluations.

Project teams qualifications and experience must be listed and will be a significant factor in the evaluations.

Note that the proposal evaluations also have a Sustainability component which can also include local / regional employment.

#### **4.6 DRAWINGS**

All drawings shall use metric units throughout.

All drawings shall use Geodetic datum and UTM Nad 83 coordinates.

Drawings shall be drawn and saved in DWG format, and shall meet standards acceptable to CoD.

All drawings shall also be provided in PDF format.

All drawings shall be signed and sealed by a Professional Engineer registered in the Province of British Columbia.

Two (2) hard copies, as well as electronic (CAD and PDF) of all the Record Drawings will be provided to CoD.

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Document Type	Preferred File Format
Written Documents	Microsoft Word 2010
Spreadsheets	Microsoft Excel 2010
Technical Drawings	Autodesk AutoCAD 2019 (or newer)
Non-technical Graphics	.jpg, .jpeg, png, Adobe pdf
Database	Microsoft Access 2007
Drawings, Maps and Spatial Data	Individual Plan drawings/maps must be supplied in both digital PDF and paper hard copy. Drawing/map source data must be delivered in ESRI ArcGIS shape file or Autodesk Spatial Data File (sdf) NAD 83, UTM Zone 10N projection and accurately overlay onto the City's existing base mapping. Core attributes and label names must be defined or included in the source data feature class tables with attribute domains created to constrain field values (where possible). From the final map series, a set of symbology layer files must be rendered for all map themes. All digital data are to be delivered on media compatible with the City's computer equipment.

## **5.0 - COMMUNICATIONS**

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

## **6.0 - FEES AND DISBURSEMENTS**

The proposal shall provide a schedule of fee and disbursements as to adequately perform the Work and satisfy the Work Plan and Final Deliverables.

A schedule of hourly rates for all personnel proposed, equipment and disbursement rates for the project shall be included in the Proposal. Ensure sufficient detail is provided to facilitate evaluation of level of effort by task and cost.

Fee Estimates must include all applicable taxes, but show taxes as separate items.

**NOTE TO ALL BIDDERS: The City of Duncan may negotiate with the prospective consultant to minimize or change some of the requested scope and duties prior to signing a contract.**



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RFP 2023-01  
March 15, 2023

## **APPENDIX "A"**

# **Request for Proposal Evaluation Form**

**APPENDIX “A”**

**REQUEST FOR PROPOSAL EVALUATION FORM**

Proponent’s Name: _____			
Project Title: Preliminary Engineering – Water System Chlorine / UV Treatment			
Evaluation Date: _____			
Evaluator: _____			
<b>Step 1:</b>		<b>YES</b>	<b>NO</b>
Basic Attributes	Proposal received prior to closing		
	Sub-consultant list submitted		
	Project Manager identified		
	Proposed schedule included		
	Reference List		
	Hourly rates provided		
	Design fee schedule (overall) included		
	Complete proposal as requested		
<b>Step 2:</b>		Assigned Points	Points
Proponent	Qualifications of firm and project team members	10	
	Experience of firm and project team members	10	
	Past Performance / References	10	
	Resources	10	
Proposal	Scope	5	
	Methodology	10	
	Scheduling	5	
	Project Team - Level of Effort	5	
	Clarity of Proposal	10	
	Sustainability including local / regional employment	5	
Price	Points for Price = (lowest cost Proposal divided by Proposal being evaluated) x (% weight)	20	
<b>Total Score</b>	<b>Proponent + Proposal + Price Scores</b>	<b>100</b>	

Note: Scoring for Price may be calculated using the overall fee schedule, or a comparison of hourly rates for a senior engineer / project manager role, or a combination of both approaches.