



REQUEST FOR PROPOSAL

RFP 2023 – 02

June 6, 2023

**City of Duncan – Eagle Heights Reservoir
Replacement – Detailed Design, Site
Preparation and Construction Management
2023**

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: June 29, 2023 2:00 p.m. Pacific

CITY OF DUNCAN – EAGLE HEIGHTS RESERVOIR REPLACEMENT – DETAILED DESIGN
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EAGLE HEIGHTS RESERVOIR REPLACEMENT – DETAILED DESIGN, SITE PREPARATION AND CONSTRUCTION MANAGEMENT 2023

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

This RFP is an invitation by the City of Duncan (the “CoD”) to qualified and experienced engineering consultants for proposals to complete the following:

- Detailed Engineering Design for the Eagle Heights Reservoir Replacement
- Contract management and field layout / inspection / testing / as-builts / etc. for site clearing, grading and site preparation for construction (Issued for Tender / Issued for Construction)
- Contract management and field layout / inspection / testing / as-builts / etc. for the construction and commissioning of the new reservoir and removal of the existing reservoir and its foundation (Issued for Tender / Issued for Construction)

The City of Duncan is planning to replace the existing Eagle Heights Water Reservoir. The replacement reservoir will be a larger volume than the existing reservoir and may be partially below grade, at-grade or above-grade, as per the approved conceptual design from the Consultant. Construction may be steel tanks or concrete, as per the approved conceptual design.

The existing reservoir is an above-ground steel tank with a volume of 1,360 m³, constructed in 1979, and located at 3074 Mountain View Crescent, Duncan, B.C. A site plan for the facility is attached.

The Consultant will lead the detailed engineering design process through to Issued for Tender / Issued for Construction drawings. The Consultant will be the Engineer of Record for the final drawings.

The Consultant may also lead a second phase of contractor management for site clearing, grading and preparation for construction.

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The Consultant may also lead a third phase for the tendering process, bid selection, contract for construction, construction management with field inspection for the new reservoir, decommissioning and removal of the existing reservoir, and project close-out with as-built drawings.

The infrastructure project generally consists of the construction of a new potable water storage tank reservoir with the associated foundation works and appurtenances and the removal and disposal of the existing above-ground tank reservoir and its foundation.

Existing Reservoir Specifications

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

Age: 1979

Volume: 1,360 m³

Nominal Water Model Surface Elevation: 103m*

Materials: Above-ground steel tank

Footprint: 120 m²

Foundation: Concrete

New Reservoir Specifications

Volume: 2500 m³ or as much volume as possible given site constraints. Preference will be given to a design that allows for future additional capacity.

Connection points: Existing.

Materials: Concrete or steel tank, to be confirmed based on consultant recommendation.

Location: the new reservoir is to be located on a new parcel of land that is immediately behind and adjacent to the existing reservoir. Access will be available through the existing reservoir site.

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**

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

**TIME: 2:00 p.m. Pacific
DATE: June 29, 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 and may follow after the Closing Time.

Proponents wishing to make changes to their Proposals after submission but prior to the Closing Time may do so by submitting the revisions by 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, and 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. 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 City of Duncan."

- 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.; and
- 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

Eagle Heights Reservoir Replacement

Phase 1 – Detailed Design

1. Project initiation and review of the design parameters
2. Review of conceptual design options and City approval on preferred option
3. Detailed design, cost estimates, and City approval (60% design / Class B Cost Estimate)
4. Detailed design, cost estimates, and City approval (90% design / Class A Cost Estimate)
5. Issued for Tender / Issued for Construction drawings with City approval
6. Acquisition of Island Health Construction Permit.

Phase 2 – Site Preparation

1. Issued for Construction drawings – for site preparation
2. Contractor selection (RFQ or MMCD tender process)
3. Contract award

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4. Field inspection during construction
5. Contract administration
6. Oversight of testing and survey
7. Final survey drawings
8. Project phase close-out

Phase 3 – New Reservoir Construction and Commissioning; Removal of Existing Reservoir

1. Issued for Construction drawings – for reservoir construction and removal of existing reservoir – incorporating outcomes from Phase 2 site preparation stage
2. Contractor selection (MMCD tender process) including meeting with bidders
3. Contract award
4. Pre-construction meeting etc.
5. Field inspection during construction and commissioning for new reservoir
6. Field inspection during deconstruction of existing reservoir
7. Contract administration
8. Oversight, schedule, budget and quality control. Change orders, etc.
9. As-built drawings
10. Operations & Maintenance Manual for the facility
11. Project close-out

Progressing from one phase to the next phase will be dependent on the acceptable performance of the Consultant, as determined by the City.

Proposals should be laid out with consideration to the three phases of the project.

4.4.1 PROJECT REQUIREMENTS

During the detailed design phase, the proposed design, construction plan and schedule must consider the following:

- Tendering and provision of construction services and any long lead time materials for site preparation and the construction of the new reservoir, and for the demolition and removal of the existing reservoir and its foundation;
- Construction of the new reservoir, including any permitting;
- Commissioning into service and certification of works;
- Demolition of the existing reservoir and its foundation;
- Restoration of the site of the existing reservoir to reasonable conditions;
- Project close-out and record drawings; and
- Warranty period.

Full seismic design is required including a seismic actuated shut-off valve to prevent water loss during a seismic event. Inlet and outlet piping will require seismic connections.

Note: the existing reservoir must remain in full service until the new reservoir is fully commissioned and in use after a reasonable commissioning and testing period.

The Consultant may recommend additional deliverables within each Phase as appropriate.

4.4.2 REFERENCES

Report: *Site Survey and Assessment for City of Duncan Eagle Heights Reservoir Replacement Project 2021 (Project #2021.021)* – Cowichan Engineering Services, October 13, 2021

- *Site assessment for the existing reservoir site*

Report: Eagle Heights Reservoir Replacement Project - Cowichan Engineering Services, March 20, 2023

- *Topographic survey, geotechnical assessment, tree assessment and contaminated soils assessment for the new reservoir site*

Report: Eagle Heights Reservoir Replacement – Option Cost Analysis – Herold Engineering, August 5, 2022

- *Option cost analysis between epoxy bolted steel tank and concrete tank (2022)*

4.5 PROPONENT EXPERIENCE

Proponents must have demonstrated recent and relevant experience in potable water reservoir design (Issued for Tender / Issued for Construction) and construction management.

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

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

Note that the proposal evaluations have a Sustainability component which can 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 fees 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 adjust or change some of the requested scope and duties prior to signing a contract.



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: Eagle Heights Reservoir Replacement – Detailed Design 2023			
Evaluation Date: _____			
Evaluator: _____			
Step 1:		YES	NO
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		
Step 2:		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	
Total Score	Proponent + Proposal + Price Scores	100	

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.