



**REQUEST FOR PROPOSALS**

**RFP PROGRAM TITLE:**

**RFP-2017-04  
PARADISE WELL  
FEASIBILITY STUDY**

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## **DEFINITIONS**

The following provides a definition of some of the terms used in the Request for Proposals document.

**“CONTRACTOR or CONSULTANT”**

The Proponent who’s 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”**

City of Duncan.

**"MNC"**

Municipality of North Cowichan

**“PROPONENT”**

The responder to this RFP.

**“RFP”**

This Request for Proposals.

**“PROPOSAL”**

The document submitted by Proponents to carry out the Work submitted by a Proponent in response to this RFP.

**“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 INTRODUCTION**

### **1.1 INVITATION**

The City of Duncan (CoD) requires engineering services to assess the feasibility of creating a fifth well that will be incorporated into CoD's existing water distribution system at a site henceforth know as 'Paradise Well Site'.

### **1.2 BACKGROUND AND PURPOSE**

The CoD currently owns and operates 4 well sites, 2 reservoir and booster sites, and approximately 72km of water distribution system that serves nearly 14,000 residents. While our existing wells currently are not deficient in capacity, it is prudent of the CoD to investigate locations for potential well sites moving forward.

To that end, CoD has identified the Paradise Well Site, as shown in Appendix A, as a site that has potential to accommodate a new well. This site is currently leased by CoD from Cowichan Tribes as it used to be used as a system intake.

## **2 INSTRUCTIONS TO PROPONENTS**

### **2.1 SUBMISSION OF PROPOSALS**

The Proposals are to be sealed in envelopes and should be clearly marked with the name and address of the Proponent and the RFP program title. The sealed envelope should be addressed to:

Len Thew  
Operations Manager  
City of Duncan  
200 Craig Street  
Duncan, BC V9L 1W3

Office No. (250) 746-5321  
Fax No. (250) 746-5898  
Email: len@duncan.ca

Proposals must be received on or before the Closing Time of:

TIME: 2:30:00 PM local time  
DATE: Friday, June 16<sup>th</sup>, 2017

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. Proposals received after the Closing Time will not be accepted or considered.

More than one proposal from an individual, firm, partnership or association under the same or different names will not be considered.

### **2.2 INQUIRIES**

Proponents must carefully examine the RFP documents and should fully inform themselves as to the intent, existing conditions and limitations that 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 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 the CoD. All Addenda will become part of the Proposal documents, and Proponents must acknowledge receipt of Addenda in the Proposal submission.

Verbal discussions between CoD Councillors or staff and a Proponent will not become a part of the RFP or modify the RFP or the Proposal unless confirmed by the CoD in writing.

### **2.3 PROPONENT'S REPRESENTATIVE**

Each proponent is requested to designate, within 5 days of receiving this RFP, one individual to whom any additional information deemed relevant to this RFP may be communicated. This information is to be

emailed or faxed to the CoD's contact noted above. Should a proponent not provide this information, then it is likely they will not receive all, if any, addenda.

### **3 GENERAL TERMS OF PROPOSAL PROCESS**

#### **3.1 PROPOSAL PREPARATION COSTS**

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

#### **3.2 PROPOSAL EVALUATION**

The CoD recognizes that "Best Value" is the essential element of purchasing a product and/or service and therefore the CoD may prefer a Proposal with a higher price, if it offers greater value and better serves the CoD's interests, as determined by the CoD, over a Proposal with a lower price. Section 6 contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Section 6, 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.

The 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 irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the RFP;
- 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 the CoD in evaluating Proposals;
- Negotiate changes with the Proponent; and
- Withdraw the RFP.

#### **3.3 PRESENTATION OF PROPOSAL**

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

#### **3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION**

All submissions become the property of the CoD and will not be returned to the Proponent. The 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 the 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:

- Trade secrets of the Proponent;
- 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
- 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 the CoD, its elected or appointed officials or employees, and any property ownership direct or indirect in the jurisdiction. The 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 the CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may result in disqualification from the evaluation process.

### **3.8 NO CONTRACT**

This RFP is not a tender and does not commit the 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 the 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 the 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 Work, the Proponent is expected to enter into a contract with the CoD to perform the works or services set out and agreed upon in the Proposal.

The contract between the successful Proponent and the CoD will be in a format consistent with industry practice and acceptable to the City of Duncan. The contract will include the entire Request for Proposal,



the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

## **4 PROPOSAL CONTENT**

The following outlines information to be included in the Proposal. Proponents are encouraged to provide additional information as deemed appropriate:

### **4.1 GENERAL**

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 subconsultant(s)/subcontractor(s) that will be involved in the project.

### **4.2 PERSONNEL**

#### Project Manager

The Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with the 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 shall 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 may only be replaced with written approval of the City of Duncan.

### **4.3 CORPORATE EXPERIENCE**

The proposals are to include a list of experience on similar projects and descriptions as to how the proponent would handle administration, supply and installation and overall project management.

### **4.4 METHODOLOGY**

The Proposal should 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 the CoD. Suggest alternatives, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures, which your company may use, relevant to the required services.

### **4.5 REFERENCES**

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 related to the experience cited.

### **4.6 SUBCONTRACTORS/SUBCONSULTANTS**

Provide the name of all sub-contractors and/or sub-consultants (companies and individuals) 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 the CoD. If the CoD so requires, the Proponent must be prepared to demonstrate/confirm to the CoD the competence of proposed sub-contractors and sub-consultants prior to acceptance of the Proposal.

#### **4.7 PROPOSAL CONTENT & INNOVATION**

The Proponent must provide all of the information as requested in the RFP documentation in the Proposal submission. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject that may, along with other things, indicate cost saving initiatives, improved environmental impacts, better public relations and/or project acceptance, reduced risk, improved management or administrative efficiencies, etc.

Where alternatives are proposed, the submitted Proposal should include all of the information required in accordance with the RFP and the suggested alternative(s), including costs for comparative purposes.

#### **4.8 WORKERS COMPENSATION ACT**

The Proponent, and any proposed sub-contractors and sub-consultants, must provide a WorkSafe BC (Workers Compensation Board) Registration Number in the Proposal and, at the time of signing a contract agreement, must provide proof of good standing with WorkSafe BC, including confirmation of payment of all related fees/claims.

#### **4.9 PROJECT SCHEDULE**

It is the CoD's intent to have all Work completed by September 30, 2017. Specific related details would be negotiated upon award and signing of the project contract. The completion date is contingent upon receipt of the start work order and receipt of the customer account data as detailed in these specifications.

A work schedule must be provided with consideration to seasonal weather and equipment availability.

The proposal must include a written commitment from the Proponent that this schedule will be maintained.

#### **4.10 PRICES**

The proposal must include a schedule of fees and disbursements. This should be separated into group sections and each section should be itemized by task. Each section should have its own separate subtotal.

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:

- Hourly rates of all office staff such as Engineer, EIT, Technologist, Draftsman, Receptionist, etc.
- Hourly rates of all field staff such as Surveyor, Rodman, Chainman, Field Inspector, etc.
- Hourly or unit rates of all equipment such as Survey Equipment, Vehicles, Testing Equipment, etc.

All prices shall be in Canadian Funds and is to include PST taxes (if applicable). However GST and PST must be shown separately.

#### **4.11 OTHER ITEMS**

Proponents must ensure they provide confirmation that all materials and services conform with the requirements of the RFP, including the Specifications, and that all requested data is included in the Proposal.

Additionally, proponents should submit and approximate expected construction cost with their proposal for Sycamore Street with Rosewood Ave, and Upland Avenue. This value will be used for a construction budget comparison only and will not be used in the evaluation process described in Section 6. This value may be lump sum or detailed, whichever the proponent prefers.

### **5 NATURE AND SCOPE OF WORK**

The successful candidate must, at a minimum, undertake the following tasks and compile the results in concise report with a table of contents, glossary of terms, and appendices. All items listed in this section must be evaluated to industry standards and practices.

#### **5.1 EXISTING SITE EVALUATION**

The successful candidate must undertake a comprehensive and detailed review of the existing site's surface features. This is likely to require at least one site visit in the company of CoD employees. The successful candidate is expected to review and rate the topography, existing structure(s), access(s), etc. A list of deficiencies cited will be required.

#### **5.2 GEOTECHNICAL EVALUATION**

The successful candidate must undertake a comprehensive and detailed review of the existing site's sub surface features. This is likely to require at least one site visit in the company of CoD employees. The successful candidate is expected to review and rate the composition of the ground material, structural capacity, percolation, drainage etc. A list of deficiencies cited will be required.

#### **5.3 GROUND WATER TABLE EVALUATION**

The successful candidate must undertake a comprehensive and detailed review of the existing site's sub-surface water features. This is likely to require at least one site visit in the company of CoD employees. The successful candidate is expected to review and rate the depth of ground water, its quality, the volume available under short and long duration pumping, etc. A list of deficiencies cited will be required.

#### **5.4 CONCEPT DRAWINGS**

The successful candidate must generate concept drawings to accompany the report that, at a minimum, out line location of proposed well, alignment of underground piping, access locations, and nearest source of electricity.

#### **5.5 DISTRIBUTION SYSTEM IMPACT ANALYSIS**

The successful candidate must undertake a comprehensive and detailed review of how the implementation of a new supply well of the expected capacity would improve the existing system's ability to meet future demands. Likely this will require the use of the CoD's water model and creation of a new scenario where the proposed works are implemented.

## **5.6 CLASS D COST ESTIMATE**

The successful candidate must create a Class D cost estimate that outlines the remediation of all deficiencies noted, the installation and commissioning of the new well and connection, electrical connection, and access alterations. If the opportunity exists for phasing over multiple years then the successful candidate must create a reasonable phasing schedule and adjust the cost estimates appropriately. Additionally, it is expected that the successful candidate outline possible grant funding available at this time.

## **5.7 RECOMMENDATION TO PROCEED**

The successful candidate is required to use its best judgement and professional opinion to make recommendation to proceed with creating a detailed design and applying for funding or to explore alternate sites.

## **6 EVALUATION CRITERIA**

The following may be considered, analyzed, and compared during the evaluation process:

- Inclusion of specifically requested items such as, but not limited to; schedule, price quotation, reference list, WorkSafe BC information, etc.
- Qualifications, experience, past performance, and references of proponent.
- Specifications of the proposed methodology to be used to complete the Work.
- Clarity and readability of the proposal itself.
- Quoted price.

Emphasis may be given by evaluators to the explanation of the methodology proposed and any innovative or alternate ideas or concepts for completing the work.

**APPENDIX "A"**  
**Project Location**

