City of Dawson Creek
Request for Proposals No. 2011-29

SANITARY SEWER MASTER PLAN

The City of Dawson Creek is requesting proposals for the creation of a Sanitary Sewer Master Plan.

All contract documents can be downloaded at www.dawsoncreek.ca, or obtained from the Administration Department at City Hall. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed and included in their bid.

Bid Submission
Quotations will be accepted up to 2:00 p.m. (local time) Monday, October 31, 2011. Proposals must be submitted in a sealed opaque envelope, clearly marked with the supplier name and the project name/number and will be received by Brenda Ginter, Director of Corporate Administration, Box 150, Dawson Creek, BC V1G 4G4 or at City Hall, 10105-12A Street, Dawson Creek.

It is the sole responsibility of the Bidder to ensure that its Bid is received at the above location and by the time stipulated. Bids received after the stipulated time will be rejected and returned to the Bidder unopened. Faxed Bids are not acceptable and will be rejected. The City reserves the right to accept or reject all or any bids and to waive any informality, incompleteness or error in any bid.

Technical Inquiries
All inquires and responses to the proposal must be submitted in writing/email to:
Deputy Director of Infrastructure & Sustainable Development, Shawn Dahlen, AScT
Email:      sdahlen@dawsoncreek.ca
Telephone:  (250) 784-3624
Fax:        (250) 782-3203

Please use the above RFP description on all related correspondence.
City of Dawson Creek

SANITARY SEWER MASTER PLAN
REQUEST FOR PROPOSALS

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1. GENERAL
   ♦ Introduction
   The City of Dawson Creek is soliciting Request for Proposals from qualified firms for the development of a Sanitary Sewer Master Plan for the City’s sanitary sewer collection system to identify areas of hydraulic and structural deficiencies, phased upgrading options and cost estimates to manage and maintain the sewer system.

   ♦ Objective / Purpose
   To provide a Sanitary Sewer Master Plan (SSMP) for the City of Dawson Creek’s sanitary sewer collection system. This plan is to provide a map to identify areas of hydraulic and structural deficiencies, upgrading options, prioritized phased improvement program over a 5 to 10 year term with capital cost estimates. In addition, to include computer modelling of the system to determine system capacity upgrade needs including future growth.

   ♦ General Terms and Conditions
   Accompanying this RFP is Appendix “A”, which contains the scope of work. Each prospective consultant is expected to review all conditions in Appendix “A” and acknowledge their acceptance of Appendix A in the Proposal Cover Letter, or list their objections and requested revisions in the contract requirements for the City’s consideration.

   ♦ Timing
   The desired date for commencement the project is no later than December 19, 2011. The project is to be completed by October 31, 2012.

2. BACKGROUND
   ♦ History
   Dawson Creek was incorporated in 1936 and sustains a population of nearly 12,500 residents, located at Mile ‘0’ of the Alaska Highway in northeastern BC. The City is nestled in an agricultural valley of rolling hills and fields, east of the Rocky Mountains and adjacent the BC/Alberta border.

   For further information please visit our website www.dawsoncreek.ca

   The City of Dawson Creek is an older community and has experienced some newer subdivisions and commercial development over the past 5 years. Over the past several years, the City’s population has grown by approximately 2,000 people. One of the main drivers fuelling residential, commercial and industrial growth in and around the City is the oil & gas industry.

   The sanitary sewer collection system is comprised of approximately 110 km of pipe, 1160 manholes and 5 pump stations. All flows are treated at the City’s Waste Water Treatment Lagoons.

   This master plan will be the first of its kind for the creation of the City’s Sanitary Sewer Master Plan. The City will provide a database and shape file that lists information
pertinent to the collection system. Any previous reports will be made available to the successful bidder for review to assist with the master plan.

3. REQUIRED FORMAT FOR PROPOSAL SUBMITTAL

♦ Cover letter

Provide an executive summary emphasizing the strong points of the project team, qualifications and experience including methods, procedures, quality control, safety, reporting structure and explanations of how your firm can achieve in developing the Sanitary Sewer Master Plan. The cover letter shall be signed by person with official authority to bind the company. The letter shall include the name, address, telephone number, title and signature of the firm’s contact person for this proposal, and state the submittal is valid for 90 days.

♦ Table of Contents

Include a list of all sections and appendices in the proposal response and indicate corresponding page numbers.

♦ Approach and Scope of Work

Provide your approach and detailed scope of work that your firm can provide in developing the Sewer Master Plan, including:

- Review the manhole inspection reports
- Examine the existing sewer system by means of reviewing the footage of areas recently videoed by the City (approximately 25 km of pipe completed) and camera all other lines not completed by the City (approximately 85 km remaining).
- All pipes to be videoed and cleaned other than those contained on the DVD (to be provided to the successful bidder) which have been recently done by the City. (approximately 85 km remaining)
- Develop a program in ArcMap, that hyperlinks future as-builts and the video records corresponding to the existing pipes
- Conduct a GPS survey of the City’s sanitary sewer collection system, including manhole rim elevations and inverts. Create a map showing the collection system with data collected from GPS and identifying manholes in ArcMap
- Develop a hydraulic model and analysis for existing and future development for the next 10 years, to determine system capacity upgrade needs. Software to be approved by the City.
- Develop a prioritized 5-10 year phased capital upgrade improvement program with cost estimates and construction time for each project
- Provide maintenance and safety procedures for the collection system
- Prepare a draft of the Final Sanitary Sewer Master Plan by October 31, 2012 and submit three (3) copies to the City for review and comments
• Final Written Report & Presentation
• Consultant to present the plan to Council for adoption, with a PowerPoint presentation summarizing the findings and recommendation of the plan by November 30, 2012
• After Council adoption, submit five (5) coloured, bound copies of the Final Sanitary Sewer Master Plan, plus electronic versions (.pdf; Word documents) with all drawings in ArcMap to the City of Dawson Creek no later than December 31, 2012.

♦ Insurance/Business Licence

Provide a copy of firm’s current insurance certificate with the submittal.

The firm shall purchase a City of Dawson Creek business licence prior to beginning the project.

The selected Consultant shall maintain in force at all times during the performance of this contract the following insurance policies:

• Comprehensive General Liability, including contractual liability, products and completed operations and business automobile liability, all of which will include coverage for both bodily and property damage with a combined single limit of $5,000,000. The City shall be named as “additional insured” on all policies required to be furnished.

• Professional liability coverage with limits not less than $2,000,000 per occurrence.

• Workers’ Compensation coverage

• The consultant shall assume liability for the wrongful or negligent acts, errors and omissions of its officers, agents and employees and subcontractors, and have adequate insurance to cover such negligent acts, errors or omissions with limits of $2,000,000.
♦ **Project Team/ Key Personnel and Resumes**

Provide an organization chart showing the names and responsibilities of key personnel.

Identify and provide resumes for the following key persons:

- Contract Principal-in-Charge (a principal of the firm who will have the ultimate authority and responsibility to bind the Consultant, sign agreements, assign required personnel and resources to the City, and ensure that the services are provided in a cost and time efficient manner.

- Senior Staff Member (primary contact)

It is imperative that the key personnel preparing the Sanitary Sewer Master Plan have the background, experience and qualifications to complete the project. After the contract is signed, the consultant may not replace key staff unless their employment is terminated or agreed upon by the City. The City must approve replacement staff before a substitute person is assigned to the project. The City reserves the right to request that the consultant replace a staff person assigned to the contract should the City consider such a replacement to be in the best interest of the City.

♦ **Firm Qualifications/References**

Provide your firm’s service capabilities, qualifications and experience and three (3) public agency references for similar assignments.

♦ **Work Schedule**

Provide a project work schedule.

♦ **Fee Schedule**

Provide a proposed fee schedule including a detailed breakdown of each element or phase of the project and an estimated number of hours required for completion of the project and an hourly rate for each type of service provided.

A total estimated project fee is to be included. Bidder shall state pricing to include all expenses and disbursements.

Bidder shall also include a price per hour/day for any extra work over and above that is negotiated in the contract.

All of this information shall be provided for the lead consultant and any sub-consultants. The fees should also detail all individual team members, their hourly billable rate, and the hours allocated for the project.

4. **RFP CONDITIONS**

♦ **Consultant Selection Methodology**

The City will select the most qualified consultant for the negotiation. Negotiations regarding a fair and reasonable price will occur subsequent to consultant selection. Should the City be unable to obtain a fair and reasonable price through negotiations with the selected consultant, the City will enter into negotiation with the next higher qualified bidder and may award the contract if the parties are able to arrive at a fair and reasonable
price. If that is unattainable, the City shall enter into negotiations with the next highest qualified bidder in sequence until an agreement is reached.

The submittals will be evaluated based upon several factors. Evaluation criteria used to evaluate proposals fall into the following categories:

- Methodology / concept innovation / functionality
- Delivery plan / schedule
- Project management / organization plan
- Availability

Attached is Appendix B – Sample of Evaluation Form.

♦ Acceptance of Proposals

The highest rated, lowest priced, or any proposal will not necessarily be accepted. The City reserves the right to reject any or all proposals, to waive informality or irregularity in any bid received, and to be the sole judge of merits of the bids received.

♦ Proposal Revisions

Proposal revisions must be received prior to the RFP submission / closing date and time.

♦ Pre-contractual Expenses in responding to the RFP preparation

The City shall not be liable for any pre-contractual expenses incurred by any bidder or by a selected consultant. Each bidder shall protect, defend, indemnify, and hold harmless the City from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this Request for Proposal. Pre-contractual expenses are defined as expenses incurred by bidders and the selected consultant, if any, in:

- Preparing and submitting information in response to the Request for Proposal
- Negotiations with the City on any matter related to this procurement
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred by a bidder/consultant prior to the date of award and a formal notice to proceed

The City reserves the right to amend, withdraw and cancel this request. The City reserves the right to reject all responses to this request at any time prior to contract execution. The City reserves the right to request or obtain additional information about any and all proposals.

♦ Disclosure

All bidders shall be aware that their bids are deemed public records and may be subject to disclosure upon request.
APPENDIX “A”

SCOPE OF WORK

The Consultant will provide the following consulting services and deliverables:

1. To develop a Sanitary Sewer Master Plan for the City of Dawson Creek’s sanitary sewer collection system. This plan is to provide a map to identify areas of hydraulic and structural deficiencies, upgrading options, phased improvement program over a 5 -10 year term and capital cost estimates.

2. Develop a program in ArcMap that hyperlinks future as-builts and the video records corresponding to the existing pipes.

3. Conduct GPS survey of the City’s entire sanitary sewer collection system, including manhole rim elevations and inverts. Create a map of the collection system with the data collected from the GPS and identify manhole details.


5. Develop a hydraulic model and analysis for existing and future development to determine system capacity upgrade needs, including future expansion for the next 10 years. Software to be approved by the City.

6. Provide recommendations for maintenance and safety procedures.

7. Prepare a draft of the plan and submit three (3) copies to the City for review and comments, no later than October 31, 2012.

8. Present the plan to Council for adoption with Power Point presentation summarizing the findings and recommendations of the plan by November 30, 2012.

9. Submit five (5) colour, bound copies of the Final Sanitary Sewer Master Plan to the City by December 31, 2012.
**APPENDIX “B”**

## Sample Evaluation Form

**Request for Proposal**  
Sanitary Sewer Master Plan  
Evaluation Criteria Worksheet

Vendor:  
Evaluator:  
Date:  

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<thead>
<tr>
<th>CRITERIA</th>
<th>Possible Points</th>
<th>Total Points Given</th>
</tr>
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<tbody>
<tr>
<td>0-1 Minimally addressed requirements/2-4 Meets requirements/5-6 Exceeds requirements</td>
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<tr>
<td>VENDOR CAPABILITIES: (30% of total points)</td>
<td>0-6 pts.</td>
<td></td>
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<tr>
<td>• Experience with commercial corporations or government clients:</td>
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|   Does the bidder demonstrate experience with clients similar to the size and scope required in the RFP?  
   How clearly does the bidder detail this information?                   |                 |                    |
| • To what extent do the references reflect ability?                     | .6              |                    |
|   Did the bidder provide sufficient detail to determine ability?       |                 |                    |
|   Reference checks?                                                    |                 |                    |
| • Years of experience (Minimum 3-consecutive years):                   | .6              |                    |
|   Experience relates to the amount of time in providing the RFP service requirements, not necessarily the time the business has been in operation. |                 |                    |
| • Project personnel qualifications:                                    | .6              |                    |
|   Are key personnel roles, responsibilities and resumes identified and provided?  
   Did they clearly identify personnel?  
   Does the organization chart support the level of service required?  
   Does the bidder clearly explain any subcontractor roles, responsibility and qualifications? |                 |                    |
| • Professional memberships and certification:                          | .6              |                    |
|   Does the bidder provide information on current professional memberships and certifications? |                 |                    |

**Total Vendor Capability Points (A)**

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<th>CRITERIA</th>
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<tr>
<td>0-1 Minimally addressed requirements/2-4 Meets requirements/5-6 Exceeds requirements</td>
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<tr>
<td><strong>WORKPLAN: (30% of Total Points)</strong></td>
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<td>• Completeness of descriptive narrative work plan:</td>
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<td>Did the narrative sufficiently explain how work will be performed, identifies staff, time lines, equipment, supplies, subcontract supervision, strategies, reporting, overall quality of the work plan? Was the plan well organized and presented in a clear, concise and logical manner?</td>
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<td>• Acceptability of proposed plan:</td>
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<td>Did the bidder provide sufficient detail and insight to the responsibilities? Is work plan clearly and explicitly defined? Was the plan well organized and presented in a clear concise and logical manner?</td>
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<td>• Does the work plan explicitly explain how services are to be provided? To what extent? Did the work plan explain in detail how each aspect of the contract services would be provided?</td>
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<tr>
<td>• Extent of quality control, emergency procedures and thoroughness:</td>
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<td>Did the bidder reflect quality standards to be utilized and describe policies or procedures for implementation? Did the bidder clearly outline and discuss their emergency contingency plans?</td>
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<td>• Management information reports, capabilities and examples:</td>
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<tr>
<td>Did the vendor clearly and concisely explain their report capabilities for management reports and provide examples?</td>
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<td><strong>Total Work plan Points (B)</strong></td>
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<td><strong>Cost (40% of total points)</strong></td>
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<td>(Low bid/this bid) x total maximum points for cost = points (C)</td>
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<td><strong>GRAND TOTAL WORKSHEET POINTS (A + B + C) = D (D)</strong></td>
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