



Request for Proposals No. 21-026

Professional Engineering Services

For

San Pareil Water Service Area AC Watermain Replacement Design

Issue date: March 12th, 2021

Closing Date and Time:

Submission must be received at the Closing Location on or before:

3:00 PM Local Time on April 8th, 2021

Regional District of Nanaimo (RDN) Contact for Questions:

**Gerald St. Pierre, P.Eng., PMP
Project Engineer, Water & Utility Services
Phone: 250-390-6751
Email: GStPierre@rdn.bc.ca**

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1 Background

The RDN is planning to replace all the existing aging AC watermain within it's San Pareil Water Service Area. This will likely occur in phases, starting in 2022.

The purpose of this RFP is to request proposals from qualified engineering firms to provide detailed design, including tender ready drawings and specifications, and a Class A estimate, for the work.

Due to the high possibility of encountering archeologically significant materials during some of the watermain replacement, the RDN requires the engineering firm to partner with an archeological firm to identify areas of risk, and include all probable archeological service costs in the Class A estimates.

See Appendix A for a map of the water service area showing all the existing AC watermain locations.

2 Scope

- Facilitate and project kick-off meeting, within two weeks of award, to establish lines of communication and review the project scope and timelines
- Review all available record drawings and perform a detailed topographic survey of the pertinent areas to confirm the record drawings and provide base plans for design
- Provide a preliminary design memorandum, including design criteria, a Class C construction estimate, and preliminary drawings to RDN staff for review and approval prior to continuing with detailed design
 - o Include a recommended phasing plan
- Facilitate a design review meeting with RDN staff, one week after submission of the preliminary design package
- Prepare and submit 90% design drawings, specifications, and a Class B Estimate, addressing all the comments provided on the preliminary design
- Facilitate a design review meeting with RDN staff, one week after the submission of 90% package
- Prepare and submit tender drawings and specifications, addressing all the comments provided on the 90% design
- Prepare and submit a Class A construction estimate, broken into phases, including engineering costs for tendering, contract administration, construction management, record drawings, materials testing, and archeological services
- Prepare and submit a Water System Supply Construction Permit Application to Island Health, on behalf of the RDN, for Phase 1 of the project
- Prepare and submit a Works Within Highway ROW Application to MoTI, on behalf of the RDN, for Phase 1 of the project

3 Schedule

The following dates, other than the RFP closing date, are guidelines only and may be adjusted based on the schedule provided by the successful proponent.

RFP Closing Date: April 8th, 2021

Anticipated Award Date: End of April 2021

Project Completion: End of August 2021

4 Extra Works

The consultant must receive written approval prior to commencing any additional works which will affect the project cost or schedule. The consultant is to submit a Change Order indicating the impact the extra or additional works will have on the project for written approval from the RDN.

A Change Order must also be submitted in the event the consultant's fees will exceed the original Proposal amount (i.e. original budget change must be requested and must be approved in writing). In this situation the consultant may be requested to provide scope change alternatives to meet budget.

An invoice encompassing additional works that have not been previously approved in writing will not be accepted by the RDN.

5 Proposal Submission

5.1 General

This section describes the expectations for proposal submission and the basis for evaluation. Proposal layout and content should be in general alignment with these expectations to facilitate comparative evaluation.

Before submitting proposals, proponents must satisfy themselves about the nature and location of the work, local conditions, the professional services, equipment, technology and facilities needed for the execution of the work, and all other factors that might have a bearing on their proposal. Proponents are fully responsible for obtaining all information required for the preparation of proposals and the execution of the work.

Proponents are solely responsible for their own expenses in preparing and submitting Proposals, and for any meeting, negotiations, or discussions with the RDN or its representatives and consultants, relating to or arising from this RFP. Proponents agree that by participating in the RFP process, and/or submitting a Proposal, they have no claim for compensation.

5.2 Submission

5.2.1 Contact Person

The contact person for the RDN is:

Gerald St. Pierre, P.Eng., PMP
Project Engineer, Water Services
Office Phone: 250-390-6751
GStPierre@rdn.bc.ca

5.2.2 Requests for Information

Any requests for information (RFI) related to this RFP are to be directed, in writing by email, at least seven (7) calendar days prior to the Closing Date and Time, to Gerald St. Pierre at the RDN. Email contact is GStPierre@rdn.bc.ca.

RFI's and answers will be recorded and distributed via addendum posted to BC Bid (www.bcbid.gov.bc.ca) and the RDN website at (www.rdn.bc.ca). It is the responsibility of the Proponent to download and obtain any addenda posted prior to submitting their final proposal. Information obtained from any other source is not official and should not be relied upon.

5.2.3 Closing Date/Time/Location

Submissions must be received **by email only** on or before 3:00 PM (15:00 hrs), Local Time, on April 8th, 2021. The time as indicated by the declining time clock on the RDN's Email System shall be the official time for closing. Proposals received after the RDN's Email System closing time will not be accepted.

1. By Email: With **"21-026 San Pareil WSA"** as the subject line at this electronic address:
gstpierre@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions.

Proposal delivered in-person or by facsimile will not be accepted.

5.2.4 Late Responses

Only complete proposals received on or before the closing time will be considered to have been received on time.

5.2.5 Signed Offer

The proposal must include a signed 'offer of services' and the offer must be signed, by a person or persons authorized to sign on behalf of the proponent(s) and to bind the proponent(s) to statements made in the proposal.

5.2.6 Changes to Proposal Wording

The Proponent will not change the wording of its proposal after the closing date and time and no words or comments will be added to the proposal unless requested by the RDN for purposes of clarification.

5.2.7 Withdrawal

Proposals may be withdrawn prior to the deadline upon emailed notice to Gerald St. Pierre at GStPierre@rdn.bc.ca. Withdrawn proposals may be replaced by alternative proposals providing they are submitted as instructed and received prior to the posted closing date and time.

5.2.8 Acceptance of Proposals

This RFP is not an agreement to purchase goods or services. The RDN is not bound to enter into a Contract with any proponent. Proposals will be assessed as per the proposal review criteria. The RDN will be under no obligation to receive further information, whether written or oral, from any proponent. The offer of services will prevail whether accurate or not.

The acceptance of any proposal may be subject to approval by the Board of the Regional District.

5.2.9 Definition and Form of Contract

The receipt of an offer of services with a proposal will not constitute a contract. A contract will not be entered into until the RDN accepts a proposal and the RDN and the proponent enter into a full written contract as a result of this RFP. Only after a contract is mutually agreed to and signed by both parties, will a proponent acquire any legal or equitable rights or privileges.

Any Contract executed by the RDN and the selected Proponent will be substantially like the terms and conditions of the latest version of the MMCD Client-Consultant Agreement. No additional terms and conditions may be submitted with Proposals.

5.2.10 Modification of Terms

The RDN reserves the right to modify the terms of this RFP, in its sole discretion, at any time up to 3 working days prior to the noted closing date. This includes the right to cancel this RFP at any time without entering into a Contract.

5.2.11 Ownership of Responses

All documents, including Responses, submitted to the RDN become the property of the RDN. The RDN is bound by the provisions of the Freedom of Information and Protection of Privacy Act. All Proponents submitting Proposals pursuant to this RFP are advised that such Proposals will be treated as public documents and the contents of the same disclosed upon written request if required to do so pursuant to the Act. The name of the successful proponent and value of any award is routinely released information.

5.2.12 Confidentiality of Information

Information pertaining to the RDN obtained by the proponent as a result of participation in this RFP is confidential and must not be disclosed without written authorization from the RDN.

5.2.13 Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

5.2.14 Solicitation of Board Members and RDN Staff

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

5.2.15 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the RDN within 14 calendar days of award.

5.2.16 Liability for Errors

While the RDN has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the RDN, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

5.2.17 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If the RFP requires Proponents to provide the RDN with personal information of employees who have been included as resources in response to the RFP, Proponents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to the RDN. Such written consents should specify that the personal information may be forwarded to the RDN for the purposes of

responding to the RFP and used by the RDN for the purposes set out in the RFP. The RDN may, at any time, request the original consents or copies of the original consents from Proponents.

6 Proposal Evaluation Criteria

The Regional District of Nanaimo reserves the right to reject any or all Proposals or to accept the Proposal deemed most favorable in the interest of the District. The lowest priced or any Proposal may not necessarily be accepted.

Requests for Proposals will be evaluated against the following criteria.

6.1 Project Team, Experience, and Corporate Commitment

This component of the evaluation will constitute 20% of the evaluation points. The expectations for this component are:

1. Demonstrate that the firms' organization and proposed team, including sub-consultants and specialists, has the necessary technical and managerial background and experience to carry out the requirements of this project.
2. Include a team organization chart and provide resumes of two pages (maximum) per key individual detailing who will be assigned responsibility for each component of the work. List staff and/or sub-consultants, who will be assigned to each component, and include their related experience. Subsequent substitution of staff and/or sub-consultants shall be submitted in writing for review and approval by the RDN. Acceptance of staff and/or sub-consultant substitutions will be at the sole discretion of the RDN.
3. State the proponent's corporate commitment to completing this Project within the scope, budget and timelines outlined.

6.2 Past performance, and references

This component of the evaluation will constitute 10% of the evaluation points. The expectations for this component are:

1. Prepare a list, in chronological order of three (3) recent and similar projects completed by the proponent including details of which projects were undertaken by members of the proposed project team. Provide the name and telephone number of a contact person from previous projects. For each of the projects provided as references include a brief outline of the project and its relevance to this project. References will be contacted to confirm the proponent's ability to meet budget, schedule, and quality targets.

6.3 Project Understanding, Methodology, Task List and Deliverables

This component of the evaluation will constitute 30% of the evaluation points. The expectations for this component are:

1. Provide a task list summary to clearly show project understanding, the level of effort planned and time commitment for all members of the project team on each part of the project. Clearly identify each team member per task and number of hours. Clearly indicate in the proposal which items or which parts of items will be undertaken by the proponent or by a sub-consultant.

2. Provide a Gantt chart style schedule of the key work activities proposed and identified deliverables to meet the RDN's schedule requirements. Include key activities, deliverables and notifications to proceed in terms of weeks. The schedule should include 10 working days for review of all submissions by the RDN.
3. Demonstrate that the proponent understands the critical issues for a successful project.

6.4 Fees

This component of the evaluation will constitute 40% of the evaluation points. The expectations for this component are:

1. Provide a total fee budget for the provision of all services required to provide the deliverables noted in Section 2 of this RFP. Hourly rates should include local travel. Detail and include all non-local travel expenses expected with the proposed team and task list, and estimated disbursements.

Evaluation criteria for fees will be as per the following formula:

$$\text{Fees score} = \frac{\text{Lowest Price} \times 40 \text{ Points}}{\text{Proposal Price}}$$

2. Prices quoted will be deemed to be:
 - a. in Canadian dollars;
 - b. exclusive of any applicable taxes;
 - c. firm for the entire Contract period.

7 Appendices

Appendix A – San Pareil Water Service Area Map

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San Pareil Water Local Service Area Waterlines

BL 1170
San Pareil Water Local Service Area

905 Building and Address

0 50 100 200 Meters

March 2021

