



Request for Proposals No. 22-010

PROFESSIONAL ENGINEERING SERVICES

FOR

***AC WATERMAIN REPLACEMENT DESIGN FOR MADRONA AND RED GAP
NEIGHBOURHOODS IN THE NANOOSE BAY PENINSULA WATER SERVICE
AREA***

Issue date: January 14th, 2022

Closing Date and Time:

Submission must be received on or before:

3:00 PM (15:00 hrs) Local Time on February 24th, 2022

***Regional District of Nanaimo (RDN) Contact for Questions and
Submissions:***

Rocky Chowdhury, M.Sc., P.Eng.

Project Engineer, Water Services

Email: rchowdhury@rdn.bc.ca

Contents

- 1 Background 2
- 2 Scope..... 2
- 3 Deliverables 3
- 4 Project Schedule and Completion Date 4
- 5 Extra Works..... 4
- 6 Proposal Submission 5
 - 6.1 General..... 5
 - 6.2 Submission 5
 - 6.2.1 Contact Person..... 5
 - 6.2.2 Requests for Information 5
 - 6.2.3 Closing Date/Time/Location 5
 - 6.2.4 Late Responses..... 6
 - 6.2.5 Signed Offer 6
 - 6.2.6 Changes to Proposal Wording..... 6
 - 6.2.7 Withdrawal..... 6
 - 6.2.8 Acceptance of Proposals 6
 - 6.2.9 Definition and Form of Contract 6
 - 6.2.10 Modification of Terms..... 7
 - 6.2.11 Ownership of Responses..... 7
 - 6.2.12 Confidentiality of Information 7
 - 6.2.13 Conflict of Interest 7
 - 6.2.14 Solicitation of Board Members and RDN Staff..... 7
 - 6.2.15 Debriefing..... 7
 - 6.2.16 Exclusion of Liability..... 7
 - 6.2.17 Litigation Clause 8
 - 6.2.18 Collection and Use of Personal Information 8
- 7 Proposal Evaluation Criteria 9
 - 7.1 Project Team, Experience, and Corporate Commitment..... 9
 - 7.2 Past performance, and references..... 9
 - 7.3 Project Understanding, Methodology, Task List and Deliverables 9
 - 7.4 Fees 10
- 8 Appendices..... 11

1 Background

The Red Gap and Madrona neighborhoods of Nanoose Bay Peninsula Water Service Area have approximately 7.3 km of asbestos cement (AC) watermain pipes, which are approaching the end of their service life. Regional District of Nanaimo (RDN) plans to replace these AC pipes at the end of their estimated remaining service life. The replacement plan includes designing the watermain pipes in 2022, assessing their actual condition in 2023 and then developing a multi-year replacement plan based on the condition and replacement costs.

The purpose of this Request for Proposal (RFP) is to request proposals from qualified engineering firms to provide detailed design for the AC pipe replacements in Madrona and Red Gap Neighborhoods. The detailed design will include tender ready drawings, specifications, and class A cost estimates. The completion date of this detailed design is August 31, 2022.

Appendix A shows the location of all AC pipes in Madrona and Red Gap Neighborhood of the Nanoose Bay Peninsula Water Service area.

2 Scope

The project scope will include all works required to develop tender ready detailed design, tender specification, and class A cost estimation to replace water distribution network and related infrastructure that includes AC watermain pipes in Madrona and Red Gap neighborhoods. If there are any non-AC pipes that are in between AC pipes in those water distribution networks, they also need to be included in the design. The following detailed scope is meant to be a minimum requirement, not a comprehensive list of all works required for this project.

- Attend project kick-off meeting within two weeks of contract award to review project scope, timeline, and line of communication.
- Review all available record drawings.
- Locate existing pipe alignment and record the existing pipe alignment with GPS.
- Perform detailed topographic survey to get all information required for the design including confirming the information obtained from any record drawings.
- Conduct preliminary (50%) design and cost estimate. The design will need to be based on the Municipal Infrastructure Design Guidelines 2014 published by the Master Municipal Construction Document (MMCD) Association. The requirements specified in the RDN Bylaw 500, Schedule 4C1: Community Water System Standard, may also need to be considered. Please note that, as per MMCD design guideline, a proven network analysis computer model may need to be used for hydraulic design.

- Facilitate meeting with RDN to review the preliminary design drawings, specification, and cost estimate.
- Conduct final (90%) design, develop tender specification, and class B cost estimate taking into account the comments provided by RDN on the preliminary design.
- Facilitate a 90% design review meeting with RDN.
- Develop tender ready 100% design drawings, tender specification and class A cost estimate for both 1-year replacement and a multi-year phased replacement. The Class A estimate must include a detailed basis of estimate and a discussion of how any construction risks identified in the design process were accommodated in the estimate contingency allowance.
- Prepare and submit construction permit application to Island Health on behalf of RDN and address any comments or concerns on the design.
- Prepare and submit construction permit application to the Ministry of Transportation and Infrastructure (MOTI) on behalf of RDN and address any comments or concerns on the design.

3 Deliverables

The following list of deliverables are the minimum requirement and not a comprehensive list –

1. Detailed survey data in a format requested by RDN.
 - GPS data of existing pipe alignment.
 - All other topographic survey data to be used for the design.
 - These data need to be submitted before submitting the preliminary design and if the survey data is updated after preliminary design, the final submission can be done after the 100% design submission.

2. Preliminary (50%) design package.
 - A design memorandum listing the design criteria, design challenges, construction risks, design output, and any other notable features.
 - Design drawing set.
 - Class C cost estimation for each neighborhood area with recommendation on multi-year phasing plan.

3. 90% design package.
 - Design drawing set
 - Tender specification utilizing MMCD 2019 version and RDN Bylaw 500.
 - Class B cost estimation.

4. 100% design package
 - Tender ready signed and sealed design drawing set
 - Signed and sealed Tender document.

- Class A cost estimation
5. Approved construction permits
- Island Health Permit
 - Ministry of Transportation and Infrastructure Permit

4 Project Schedule and Completion Date

The successful proponent will need to submit a detailed project schedule to RDN for review. The schedule must be submitted before the agreement between the RDN, and the proponent is signed. All deliverables must be submitted before the following project completion date.

Project Completion: August 31, 2022.

5 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 Request indicating the impact the extra or additional works will have on the project for written approval from the RDN.

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

6 Proposal Submission

6.1 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 and RDN is not obligated to accept any proposal.

6.2 Submission

6.2.1 Contact Person

The contact person for the RDN is:

Rocky Chowdhury, M.Sc., P.Eng.
Project Engineer, Water Services
Email: rchowdhury@rdn.bc.ca

6.2.2 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 the RDN Project Contact mentioned in 6.2.1.

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.

6.2.3 Closing Date/Time/Location

Submissions must be received by email only on or before 3:00 PM (15:00 hrs), Local Time, on February 24th, 2022. 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.

The email should contain the subject line **“Madrona and Red Gap AC Pipe Replacement Design”** and be sent to the electronic address: rchowdhury@rdn.bc.ca

Please note: Maximum email file size limit is 15 MB, 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.

6.2.4 Late Responses

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

6.2.5 Signed Offer

The proposal should include a signed ‘offer of services’ and the offer should 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.

6.2.6 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.

6.2.7 Withdrawal

Proposals may be withdrawn prior to the deadline upon emailed notice to Rocky Chowdhury at rchowdhury@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.

6.2.8 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.

6.2.9 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.

6.2.10 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.

6.2.11 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.

6.2.12 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.

6.2.13 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.

6.2.14 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.

6.2.15 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 the notice.

6.2.16 Exclusion of Liability

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. Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

6.2.17 Litigation Clause

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

- (a) any other contract for works or services; or
- (b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

6.2.18 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.

7 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.

7.1 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.

7.2 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, email address and telephone number of contact persons 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 may be contacted to confirm the proponent's ability to meet budget, schedule, and quality targets.

7.3 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.

7.4 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 3 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:

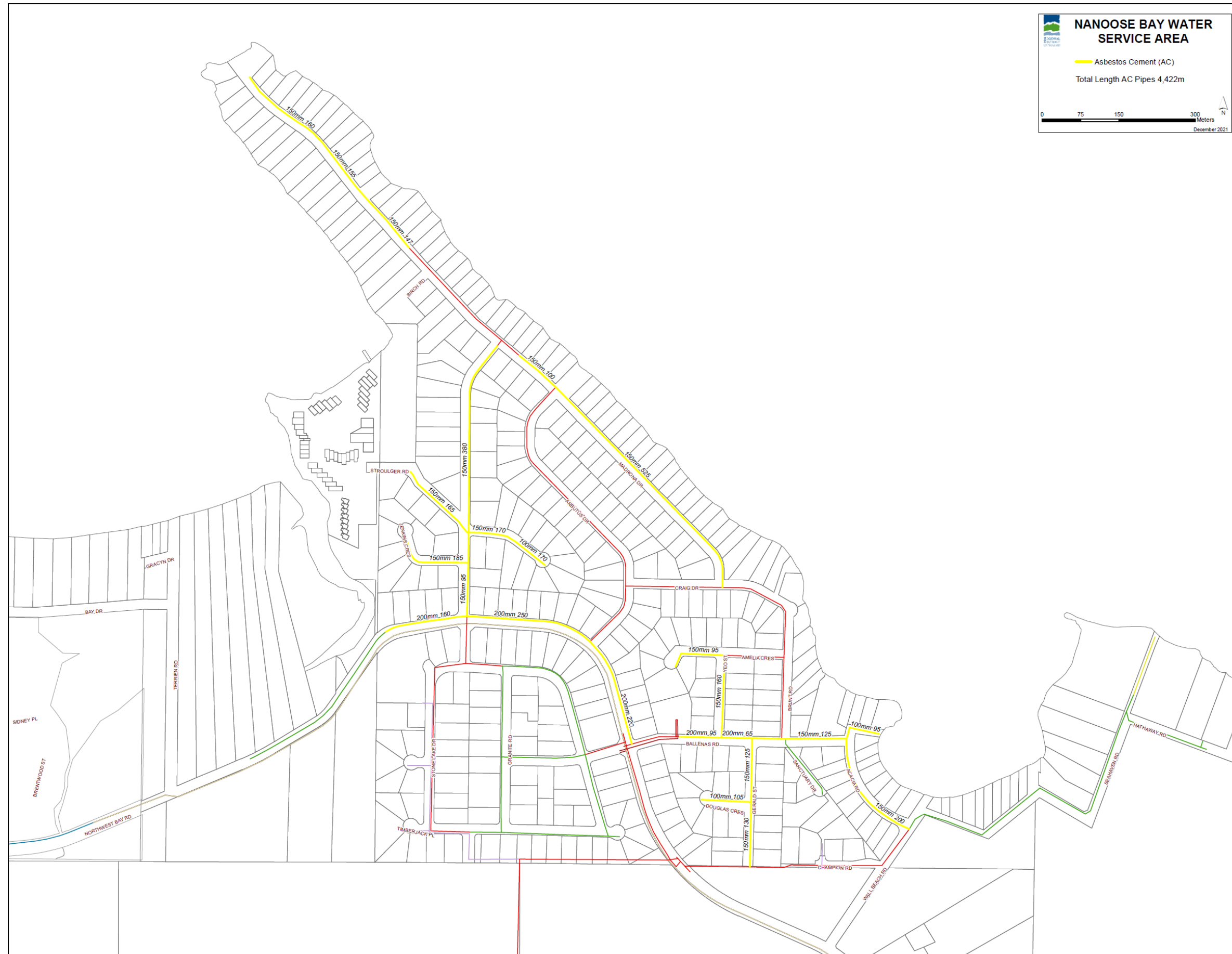
$$\text{Fees score} = \frac{\text{Lowest Price} \times 40 \text{ Points}}{\text{Proposal Price}}$$

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.

8 Appendices

Appendix A –Water Service Area Maps

Appendix A – Nanoose Bay Water Service Area Map: Madrona Neighbourhood



Appendix B – Nanoose Bay Water Service Area Map: Red Gap Neighbourhood

