



Request for Proposals

Professional Engineering Services
For
San Pareil UV Disinfection Upgrades

Closing:

3 complete hard copies plus 1 electronic (CD or USB) copy prepared in .pdf format of each Response must be received before 2:00 PM Pacific Time on December 21st, 2016

Closing location:

Regional District of Nanaimo
Regional and Community Utilities
Second Floor
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Contact person:

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

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1 Background

In March of 2014, Island Health updated the Operating Permit for the San Pareil Water System to include the requirement to meet the Drinking Water Treatment Objectives (Microbiological) For Surface Water Supplies in British Columbia.

This change in the Operating Permit was in response to a study completed by Thurber Engineering in December of 2013 which concluded that the source ground water is under the direct influence of surface water in the area.

The RDN submitted an Aquifer Filtration Assessment to Island Health and gain a filtration deferral; however the addition of UV disinfection to the San Pareil Water System is still required.

The purpose of the Request For Proposals (RFP) is to obtain proposals to provide engineering design, tendering, and contract administration services for the design and installation of UV disinfection for the San Pareil Water System.

2 Scope

- Review all available record documents and completion of a topographic survey to provide a base plan for design.
- Review design requirements and facilitation of a meeting with RDN Operations staff to discuss design options.
- Prepare preliminary design drawings for the UV disinfection complete with electrical and controls design to tie into the existing PLC and back-up generator.
- Facilitate a design review meeting with RDN Operations staff, one week after the submission of preliminary drawings.
- Prepare 90% design drawings, addressing all the comments provided by the RDN on the preliminary design.
- Facilitate a design review meeting with RDN Operations staff, one week after the submission of 90% drawings.
- Prepare tender drawings, addressing all the comments provided by the RDN on the 90% design.
- Prepare and submit a Construction Permit Application to Island Health on behalf of the RDN.
- Prepare and submit a Building Permit Application.
- Prepare procurement documents and specifications and aid the RDN in purchasing any long-lead items, including the UV reactors.
- Prepare tender documents in the latest CCDC 2 format and manage the tender process, including aiding the RDN in posting the tender, responding to tenderer questions, facilitating an on-site pre-tender meeting, preparing any required addenda, receiving and reviewing tenders, and preparing a recommendation for award.
- Prepare construction contract documents in the latest CCDC 2 format, including any required supplementary conditions and specifications.
- Manage the construction contract, including, but not limited to, progress payments, change orders, inspections, materials testing, shop drawing reviews, and substantial and final completion certificates.
 - o Assume a 16 week construction and commissioning schedule.
- Any materials testing required to be included as part of the engineering services contract.
- Manage and facilitate start-up and commissioning activities for all aspects of the UV system, including electrical and controls.
- Prepare record drawings for the project and submit 2 full size copies, 2 half size copies, and an electronic (.pdf) copy to the RDN.
- Collection and compilation of all Operations and Maintenance materials and preparation of a complete Operations and Maintenance Manual. Submit 3 complete hard copies and an electronic (.pdf) copy to the RDN.
- Prepare and submit a project record package including photos, test results, and inspection reports to the RDN.

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: December 21st, 2016

Anticipated Award Date: January 18th, 2017

Submit Design to Island Health for Approval: April 20th, 2017

Construction Tender Posting: May 2017

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 consultants 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 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 and Utility 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, 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). It is the responsibility of the Proponent to download and obtain any addenda posted. Information obtained from any other source is not official and should not be relied upon.

5.2.3 Closing Date

Three (3) complete hard copies of each proposal plus one electronic copy on CD or USB flash drive, prepared in .pdf format, must be received before 2:00 PM, Pacific Time, on December 21st, 2016 at the address on the front cover of this RFP.

Proposals sent by facsimile (fax) or e-mail will not be accepted.

There will be no public opening for this RFP.

Proposals are to be submitted in sealed envelopes clearly marked with:

1. Name and address of the Proponent
2. Proposal for Professional Engineering Services for San Pareil UV Disinfection Upgrades
3. Closing 2:00 PM, Pacific Time, December 21st, 2016

5.2.4 Late Responses

Proposal envelopes will be marked with their receipt time at the closing location. Only complete proposals received and marked before closing time will be considered to have been received on time.

Hard copies of late submissions will not be considered or evaluated and will be returned to the proponent.

In the event of a dispute, the proposal receipt time will be as recorded at the closing location for the hard copy.

5.2.5 Signed Offer

The proposal must include a signed 'offer of services' and the offer must be signed, by a person / 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 specified on the front cover of this RFP 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. Withdrawn proposals may be replaced by alternative proposals providing emailed notice of intent is delivered to Gerald St. Pierre at least 24 hours prior to the deadline for closing noted above.

Proposals must remain valid for 90 days following the RFP closing date and time noted. Proposals are irrevocable after the 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 in light of 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 with the selected proponent will be substantially similar to the terms and conditions of the MMCD Client /Consultant agreement.

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 5 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.

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.

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 25% 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 25% 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 may be contacted to confirm the proponent's ability to meet budget, schedule, and quality targets.
2. Preference will be given to Proponents with multiple recent projects of similar scope.
3. Preference will also be given to Proponents whose similar projects were completed by the team members proposed for the Districts project.

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 your firm 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 20% 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. Identify hourly rates that include local travel, detail and include any and all travel expenses expected with the proposed team and task list, and estimated disbursements.

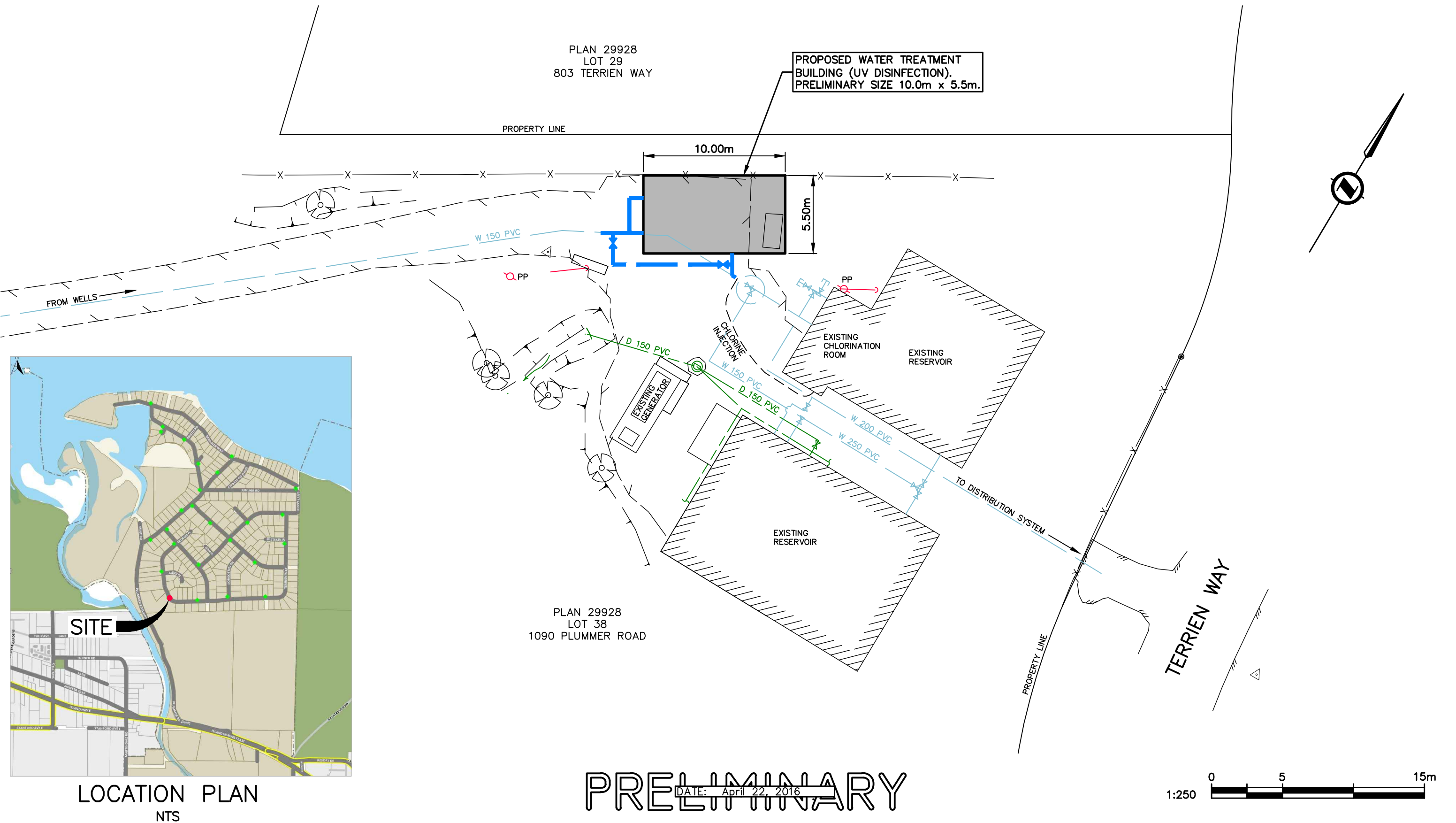
Evaluation criteria for fees will be as per the following formula:

$$\text{Fees score} = \frac{\text{Lowest Price} \times 20 \text{ Points}}{\text{Proposal Price}}$$

7 Appendices

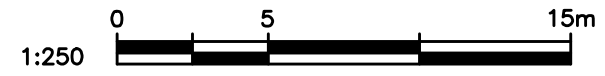
Appendix A – Proposed UV Disinfection Upgrades Sketch – Koers 2016

File: H:\5251 Nnanimo RD\1627 San Pareil Grant Assistance (2nd Intake)\03 Drawings\1627 Base.dwg Plot Time: Apr 22, 2016 - 1:52pm User: bcartmell



LOCATION PLAN
NTS

PRELIMINARY
DATE: April 22, 2016



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CLIENT	REGIONAL DISTRICT OF NANAIMO
PROJECT	SAN PAREIL WATER TREATMENT UPGRADES

TITLE	PROPOSED ULTRA-VIOLET DISINFECTION UPGRADES		
APPROVED		SCALE	1:250 @ 11x17
DATE	APRIL 2016	DWG No.	1627-SK1
PROJECT No.	1627		