

TOWNSHIP OF GEORGIAN BLUFFS



RFP 2021-01

Request for Proposal

Engineering Services

**Comprehensive Water and Wastewater
Master Servicing Study**

1. Proposal Objectives

The Township is requesting written proposals from engineering consultants to prepare a comprehensive Water and Wastewater Master Servicing Study ("Study") focusing on the study area in 'Appendix A'. The objectives of the Study are to:

1. Employ current standards to determine system hydraulics, system capacities, water treatment capacities, water availability, and water quality;
2. Determine a recommended servicing strategy that will provide the following over a range of planning horizons (near to long term):
 - a. Expand the serviced area to include unserved and undeveloped lands, particularly in the East Linton/Cobble Beach Area, thereby creating the opportunity for development growth; and;
 - b. Allow the addition of new water network users to reduce per capital operating costs, in the most cost-effective way. It is expected that a comprehensive range of alternatives shall be considered in order to determine the best possible solution;
3. Create a Township GIS asset database for linear infrastructure and appurtenances, ensure that it is consistent and compatible with the financial asset management inventory (Public Sector Digest CityWide);
4. Ensure completeness of the Township's existing tabular asset inventory of the water and wastewater treatment plant components;
5. Construct an accurate water and wastewater network model for use in assessing future subdivision and development impacts on the East Linton Water and Wastewater System infrastructure;
6. Review existing infrastructure condition and performance and ability to accommodate the area's projected growth rates and economic analysis parameters for both a 10-year and 25-year horizon; and
7. Identify any new capital projects that may be required to support the above objectives and provide costs and possible impacts on user fees. The Township of Georgian Bluffs, with this proposal, seeks to attain or exceed the following outcome(s):

2. Preparation and Submission of Proposals

Each submission must ensure that its proposal includes the following information:

- All information requested by this Request for Proposal
- Request for Proposal Number
- Date of Proposal
- Supplier Information
- Price

The Township will not accept any responsibility for any misunderstanding arising from failure of a submitter to comply with the requirements of the Request for Proposal.

3. Pricing

Bidders must include a proposed Schedule of Prices in their Proposal as set out in Schedule A. Proposals must separate included HST and all charges related to the proper delivery of services.

4. Selection Criteria

The objective of the evaluation is to select a Proposal that satisfies the Township's requirement while representing value for money. The evaluation will include:

- Knowledge and proven expertise in the engineering services required including past experience;
- Whether the Proposal indicates a proper understanding of the matters involved;
- Price
- All proposals shall be scored as per the following criteria.

Criteria	Weight
Firm's experience in providing this type of service	35
Proposal Clarity & Comprehensiveness	15
Qualifications and experience of personnel	25
Fee Proposal	25
Total	100

5. Evaluation Process

Following the Proposal Closing Time, a Proposal Evaluation will take place. This Proposal evaluation may, at the absolute discretion of the Township, involve presentations by some, or all Bidders, visits to Bidders' sites, discussions with Bidders, and requests to Bidders to provide written or oral clarification of various aspects of their Proposals.

Consequently, and as part of the selection process, one or more Bidders may be included in post-Proposal negotiations. Such negotiations will be undertaken at the absolute discretion of the Township.

Neither the lowest-priced Proposal, nor any Proposal, will necessarily be accepted by the Township. The Township unconditionally reserves the right to accept or reject any Proposal regardless of compliance or non-compliance with this Request for Proposal. Acceptance of the preferred Proposal will be subject to the execution of a Contract between the Township and the preferred Bidder.

In determining best value for money, the Township is obliged to satisfy itself that prices offered are reasonable. The Bidder agrees to provide access to such information as is determined by the Township to be necessary to evaluate the reasonableness of the Bidder's prices.

In the event that the Township in its absolute discretion concludes that during final negotiations the preferred Bidder has retracted, or attempts to retract, agreements that were resolved during the negotiation phase, the Township in its absolute discretion reserves the right to disqualify the preferred Bidder's Proposal and enter into negotiations with another Bidder.

6. Conditions of Proposal

Place for Lodgment of Proposals:

Township of Georgian Bluffs
177964 Grey Road 18
RR 3 Owen Sound ON
N4K 5N5

Proposals may be delivered by hand or sent by mail. Facsimile transmission, oral or e-mail submissions will not be accepted.

Point of Contact for Lodged Proposals:

Township of Georgian Bluffs
Attention: Purchasing
177964 Grey Road 18, R.R. #3
Owen Sound, ON N4K 5N5

Phone: 519-376-2729

Deadline for Lodgment of Proposals:

The deadline set for lodgment of proposals is **1:00 PM on Friday, February 19th, 2021**. The Township's determination as to the actual time that a proposal is lodged is final.

The deadline set for lodgment of proposals may be extended by written notice at the sole discretion of the Township.

Proposals are to be enclosed in a sealed envelope or other sealed container endorsed with the relevant Request for Proposal number, the Proposal Closing Time, the name of the Bidder and the Township Contact Officer.

Proposal Validity Period:

It is a Condition of Proposal that the Proposal remains valid for acceptance and for a period of at least 90 days from the Proposal Closing Time.

7. Rights of the Township

The Township reserves the right in its absolute discretion at any time to:

- Cease to proceed with the process outlined in this RFP;
- Change the structure and timing of the RFP process;
- Vary or extend any time or date in this RFP as deemed necessary by the Township;
- Terminate further participation or negotiations in the RFP process by any Bidder regardless of conformance with the RFP;
- Call for new proposals;
- Reject any Proposal for any of the following:
 - i. Received after the Proposal Closing Time;
 - ii. Received in a format other than on the Proposal forms supplied;
 - iii. Not completed in ink;
 - iv. Incomplete documents;
 - v. Qualified or conditional Proposal;
 - vi. Proposal documents not properly signed and sealed;
- Waive or vary any obligation of the Bidder;
- Add to, alter, delete, or exclude any Services required by this Proposal; and
- Publish or disclose the names of the Bidder(s).

8. Occupational Health and Safety

The Bidder shall provide a Workplace Safety and Insurance Board WSIB contractor number and a current clearance certificate from the WSIB. The Bidder shall be responsible for, and shall pay all dues and assessments payable under the Workplace Safety & Insurance Board, Human Resources Development Canada or any other Act, whether Provincial or Federal in respect, to all his employees or operations, and shall, upon request, furnish the Corporation with satisfactory evidence that he, the Bidder has complied with the provisions of any Act.

9. Insurance

N/A

10. Specifications of Proposal and Scope

The Township requires an engineering firm to complete a Master Servicing Plan from the Cobble Beach Subdivision to the Hamlet of East Linton as outlined in Schedule B.

11. Contract Term

The Township will enter into an agreement with the selected Bidder for the completion of this work.

12. Pre-Proposal Site Visit

N/A

Schedule “A” Form of Proposal

Provision of Comprehensive Water and Wastewater Master Servicing Study

Request for Proposal No.: RFP 2021-01

Date of Proposal: February 19, 2021

The Bidder has carefully examined the provisions, specifications and conditions attached to this proposal. The Bidder understands and accepts the said provisions, specifications, and conditions for the prices set forth in this proposal, hereby offers to furnish all vehicles, attachments and accessories as specified in the proposal.

Supplier Information

Company Name:	
Contact Name:	Title:
Address:	
Phone:	
Fax:	
Cell:	
Email:	

Schedule of Prices

Description of Works		Total Price
The provision of engineering services to complete a Comprehensive Water and Wastewater Master Servicing Study for the Township of Georgian Bluffs as detailed in Schedule 'B'		\$
	Subtotal (Excluding H.S.T.)	\$
	Applicable H.S.T	\$
	Total	\$

If there is any conflict between the Proposal Total entered above and the correct summation of the lump sum prices, provisional sums and correct extensions of the unit prices and quantities entered in the aforesaid Schedule, the said summation shall take precedence.

Lowest or any proposal not necessarily accepted.

Name of person signing for the company:_____

Signature of person signing for the company:_____

Schedule “B” Objectives and Deliverables

Completion of a Comprehensive Water and Wastewater Master Servicing Study for the Township of Georgian Bluffs

The Study shall be carried out in conformance with the Municipal Engineers Association Class Environmental Assessment (as amended) including the requirements in *A.2.7 Master Plans*. The Study is expected to be updated periodically as needed to adjust the necessary timeframes and projects as work is completed and the area develops. The Township’s objective centres around proactively identifying and completing projects to remain competitive and foster growth, and thereby reducing per capita costs to run the system.

To prepare the Study, the Consultant shall be prepared to undertake the following:

1. Develop and document the planning & evaluation basis
 - a. Planning horizon
 - b. Background, historical review, planning policies & guidance
 - c. Geographic growth areas of people vs jobs
 - d. Population growth & employment estimates to be used for planning
 - e. Design flows, per capita, per unit and total (W & WW)
 - f. Constraints & opportunities
 - g. Evaluation criteria & weightings
2. Performance & capacity assessment of existing systems
 - a. 4 systems to evaluate: W, WW, distribution, collection
 - b. Optimization and re-rating assessment of all systems (mainly plants)
 - c. Modeling (treatment, water distribution i.e., EPANET, WW collection)
3. Asset condition assessment for Water and Wastewater
 - a. Create GIS database using the data from the **CityWide asset database** to make sure both have the same info.
 - b. Review existing Water and Wastewater Asset database and perform a condition assessment of assets (>\$50,000.00) to determine timeframe for replacement/improvement and budget cost.

4. Evaluation of potential servicing strategies
 - a. Expand existing Sites
 - b. New plants at new sites
 - c. Optimization & rerating of existing sites
 - d. Other strategies, such as peak flow storage, wet weather flow management, etc.
5. Identification of preferred strategy
 - a. Draft strategy for presentation to council & public
 - b. Confirm and/or revise strategy after consult
 - c. Includes capital investment projections
 - d. Capital program includes costs of asset maintenance & replacement per the asset inventory & condition assessment task
6. Public consultation
 - a. Public meetings/info sessions
 - b. Council meetings
 - c. Other stakeholder meetings – government ministries, stakeholder groups, first nations. Contact will be initially by correspondence but the in person through Zoom or otherwise.
7. W/WW Master Plan document
 - a. Covering Phases 1 & 2 of MCEA process
 - b. Documents all work
 - c. Documents consultation activities
 - d. Identifies next steps, budget & schedule needed to implement individual projects within the preferred servicing strategy
 - e. Draft & final versions
 - f. Electronic versions of everything in native program format
8. Project delivery
 - a. Consultant internal PM
 - b. Meetings with Township

Deliverables

The at the end of the project the Respondent shall provide the following:

- Three (3) hard paper copies of the final Water and Wastewater Master Servicing Study.
- An electronic copy of the final Study and all other supplementary information.
- Electronic copies of all data tables in a format that allows the Township to manipulate/correlate the data as it may choose to do. Copies of models in native program format (e.g., EPANET model)
- Electronic copies of all power-point presentation suitable for public viewing;
- All materials received from the Township of Georgian Bluffs;
- All project-related written notes and presentation materials prepared by the consultant; and
- Final report presented to Council for adoption.

Appendix “A” Primary Study Area

Whereas the Township desires for a Comprehensive Water and Wastewater Master Servicing Study for the whole Township of Georgian Bluffs. The primary study area should focus on the East Linton settlement area which commences south of Church Sideroad East and extends to the unopened road allowance between Lots 22 & 23, Concession 3 (East Linton Sideroad). It covers lands east of Grey Road 1 and west of Balmy Beach Road. the area in orange is East Linton and the area in blue is Inland Lake and Shoreline (considered a settlement area designation under the County OP).

Currently the majority of the lots in the Inland Lake and Shoreline area are developed and are on partial services.

