

Request for Proposals

For

Design Services - Cobble Hill Sewer Integration Expansion Project

Request for Proposals No.: R18-77

Issued: September 11, 2018

Submission Deadline: October 3, 2018, @ 2 p.m. local time

TABLE OF CONTENTS

PART	1 – INVITATION AND SUBMISSION INSTRUCTIONS	3
1.1	Invitation to Proponents	3
1.2	RFP Contact	
1.3	Type of Contract for Deliverables	3
	RFP Timetable	
1.5	Submission of Proposals	4
PART	2 - EVALUATION, NEGOTIATION AND AWARD	6
2.1		6
2.2		6
2.3	Stage II – Evaluation	6
	Stage III – Pricing	
2.5	Stage IV – Ranking and Contract Negotiations	6
	3 – TERMS AND CONDITIONS OF THE RFP PROCESS	
3.1	General Information and Instructions	
3.2		
	Notification and Debriefing	9
3.4		
	Confidential Information	
	Procurement Process Non-Binding	
	Governing Law and Interpretation	
	NDIX A – FORM OF AGREEMENT	
	NDIX B - SUBMISSION FORM	
	NDIX C – PRICING	_
	NDIX D – RFP PARTICULARS	
	HE DELIVERABLES	
	MATERIAL DISCLOSURES	
	MANDATORY SUBMISSION REQUIREMENTS	
	MANDATORY TECHNICAL REQUIREMENTS	
	PRE-CONDITIONS OF AWARD	
	ATED CRITERIA	
APPE	NDIX E – REFERENCE FORM	.19

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the "RFP") is an invitation by the Cowichan Valley Regional District (the "CVRD") to prospective proponents to submit proposals for **Design Services for the Cobble Hill Sewer Integration Expansion Project** as further described in Section A of the RFP Particulars (Appendix D) (the "Deliverables").

The CVRD operates two small sewer systems in the Cobble Hill area; the Cobble Hill Sewer System and Twin Cedars Sewer System. The Cobble Hill treatment plan is nearing the end of its lifecycle and is needing replacement. The Cobble Hill Integration and Effluent Re-use Expansion Project will combine these two sewer systems into one. This RFP requests civil design services for the necessary upgrades to both sewer systems as well as conceptual drawings for servicing to expand the service area to include the existing CVRD-operated Maple Hills sewer system and servicing of properties fronting the proposed sewer main.

1.2 RFP Contact

For the purposes of this procurement process, the "RFP Contact" will be:

Attention: Erin Annis, Procurement Specialist

Email: purchasing@cvrd.bc.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the CVRD, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

1.3 Type of Contract for Deliverables

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the CVRD for the provision of the Deliverables. It is the CVRD's intention to enter into an agreement with only one (1) legal entity. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the CVRD and the selected proponent.

1.4 RFP Timetable

Issue Date of RFP	September 11, 2018
Site Visit / Pre-Bid Meeting	September 21, 2018 @ 9:00 AM local time
Deadline for Questions	September 25, 2018 @ 4:00 PM local time
Deadline for Issuing Addenda	September 28, 2018 @ 4:00 PM local time
Submission Deadline	October 3, 2018, @ 2:00 PM local time
Rectification Period	3 business days
Anticipated Ranking of Proponents	October 10, 2018
Contract Negotiation Period	5 business days
Anticipated Execution of Agreement	October 17, 2018

The RFP timetable is tentative only, and may be changed by the CVRD at any time. For greater clarity, business days means all days that the CVRD is open for business.

A site meeting will be held on <u>Friday, September 21, 2018, at 9:00 a.m.</u> at the Twin Cedars Waste Water Treatment Facility located at 1413 Hutchinson Road.

1.5 Submission of Proposals

1.5.1 Proposals to be Submitted to Prescribed Location

Proposals must be submitted at: purchasing@cvrd.bc.ca

1.5.2 Proposals to be Submitted on Time

Proposals must be submitted to the email address set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected. The CVRD does not accept any responsibility for proposals delivered to any other email address or by any other means by the proponent. Proponents are advised to submit their Proposals well before the deadline. Proponents submitting proposals near the deadline do so at their own risk. Proposals will be deemed to be received when they enter into the CVRD system and the CVRD accepts no responsibility for proposals sent prior to the deadline that fail for any reason to enter into the CVRD system by the deadline.

The determination of whether the proposal is delivered by the Submission Deadline shall be based on the electronic time and date stamp generated by the CVRD's server, whether or not accurate.

1.5.3 Proposals to be Submitted in Prescribed Format

Proponents must submit one electronic copy of their proposal to the email address noted in 1.5.1. The email should indicate the RFP title and number (see RFP cover page) in the subject line and the full legal name of the proponent in the body of the email.

Proponents should note that the maximum acceptable email size is 8MB. If greater than 8MB, proponents should email proposals in multiple emails. If sending in multiple emails, each email should indicate the total number of emails that are being sent. All emails must be received prior to the Submission Deadline.

1.5.4 Amendment of Proposals

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in the same prescribed format as detailed in 1.5.3. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace.

1.5.5 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. To withdraw a proposal, a notice of withdrawal must be emailed to the RFP Contact in the same prescribed format as detailed in 1.5.3 and must be signed by an authorized representative of the proponent. The CVRD is under no obligation to return withdrawn proposals.

[End of Part 1]

PART 2 – EVALUATION, NEGOTIATION AND AWARD

2.1 Stages of Evaluation and Negotiation

The CVRD will conduct the evaluation of proposals and negotiations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the CVRD will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the CVRD issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix D).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The CVRD will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix D) have been met. Questions or queries on the part of the CVRD as to whether a proposal has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

2.3.2 Rated Criteria

The CVRD will evaluate each qualified proposal on the basis of the non-price rated criteria as set out in Section F of the RFP Particulars (Appendix D).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Pricing (Appendix C). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

2.5 Stage IV – Ranking and Contract Negotiations

2.5.1 Ranking of Proponents

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the CVRD. In the event of a tie, the selected proponent will be the proponent selected by way of coin toss.

2.5.2 Contract Negotiation Process

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the CVRD or the proponent and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the CVRD and the selected proponent. Negotiations may include requests by the CVRD for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the CVRD for improved pricing or performance terms from the proponent.

2.5.3 Time Period for Negotiations

The CVRD intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the CVRD invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D), provide requested information in a timely fashion and conduct its negotiations expeditiously.

2.5.4 Failure to Enter into Agreement

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix D) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the CVRD may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more proponents remaining that are eligible for negotiations or until the CVRD elects to cancel the RFP process.

2.5.5 Notification of Negotiation Status

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.2 Proposals in English

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

3.1.4 Past Performance

In the evaluation process, the CVRD may consider the proponent's past performance or conduct on previous contracts with the CVRD or other institutions.

3.1.5 Information in RFP Only an Estimate

The CVRD and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only, and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by the CVRD

The CVRD will not return the proposal or any accompanying documentation submitted by a proponent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The CVRD makes no guarantee of the value or volume of work to be assigned to the successful proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The CVRD may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP

3.2.1 Proponents to Review RFP

Proponents should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information in writing by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. The CVRD is under no obligation to provide additional information, and the CVRD is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. The CVRD is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

This RFP may be amended only by addendum in accordance with this section. If the CVRD, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the CVRD. In the Submission Form (Appendix B), proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the CVRD determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the CVRD may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating proposals, the CVRD may request further information from the proponent or third parties in order to verify, clarify or supplement the information provided in the proponent's proposal, including but not limited to clarification with respect to whether a proposal meets the mandatory technical requirements set out in Section D of the RFP Particulars (Appendix D). The CVRD may revisit, re-evaluate and rescore the proponent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Proponents

Once an agreement is executed by the CVRD and a proponent, the other proponents may be notified directly in writing and will be notified by public posting in the same manner that this RFP was originally posted of the outcome of the procurement process.

3.3.2 Debriefing

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of such notification.

3.3.3 Procurement Protest Procedure

If a proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with the CVRD's procurement protest procedures and any applicable trade agreement or other applicable bid protest procedures. The notice must provide a detailed explanation of the proponent's concerns with the procurement process or its outcome.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the CVRD in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The CVRD may disqualify a proponent for any conduct, situation or circumstances, determined by the CVRD, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The CVRD may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered into if the CVRD determines that the proponent has engaged in any conduct prohibited by this RFP.

3.4.4 Prohibited Proponent Communications

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B).

3.4.5 Proponent Not to Communicate with Media

Proponents must not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.4.6 No Lobbying

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent(s).

3.4.7 Illegal or Unethical Conduct

Proponents must not engage in any illegal business practices, including activities such as bidrigging, price-fixing, bribery, fraud, coercion or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the CVRD; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.4.8 Past Performance or Past Conduct

The CVRD may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the CVRD, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of the CVRD

All information provided by or obtained from the CVRD in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) is the sole property of the CVRD and must be treated as confidential:
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the CVRD; and
- (d) must be returned by the proponent to the CVRD immediately upon the request of the CVRD.

3.5.2 Confidential Information of Proponent

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the CVRD. The confidentiality of such information will be maintained by the CVRD, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the CVRD to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the CVRD will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.

3.6.2 No Contract until Execution of Written Agreement

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the CVRD by this RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the CVRD to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The CVRD may cancel or amend the RFP process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A - FORM OF AGREEMENT

Purchase Order Terms and Conditions are available on our website: https://www.cvrd.bc.ca/DocumentCenter/View/89882/Purchase-Order-Terms-and-Conditions

APPENDIX B - SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one person to be the proponent's contact for the RFP process and for any clarifications or communication that might be necessary.					
Full Legal Name of Proponent:					
Any Other Relevant Name under which Proponent Carries on Business:					
Street Address:					
City, Province/State:					
Postal Code:					
Phone Number:					
Fax Number:					
Company Website (if any):					
Proponent Contact Name and Title:					
Proponent Contact Phone:					
Proponent Contact Fax:					
Proponent Contact Email:					

2. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the CVRD and the proponent unless and until the CVRD and the proponent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

4. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP and in Pricing (Appendix C) in particular. The proponent confirms that the pricing information provided

is accurate. The proponent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work. 5. Addenda The proponent is deemed to have read and taken into account all addenda issued by the CVRD prior to the Deadline for Issuing Addenda. The proponent is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word "None", on the following line: . Proponents who fail to complete this section will be deemed to have received all posted addenda. 6. No Prohibited Conduct The proponent declares that it has not engaged in any conduct prohibited by this RFP. 7. Conflict of Interest Proponents must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; AND (b) were employees of the CVRD within twelve (12) months prior to the Submission Deadline. If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP. Otherwise, if the statement below applies, check the box. ☐ The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP. If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:

8. Disclosure of Information

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the CVRD to the advisers retained by the CVRD to advise or assist with the RFP process, including with respect to the evaluation this proposal.

Signature of Proponent Representative	
Name of Proponent Representative	
Title of Proponent Representative	
Date	
I have the authority to bind the proponent.	

APPENDIX C - PRICING

1. Instructions on How to Provide Pricing

- (a) Proponents should provide the information requested under section 3 below ("Required Pricing Information") by reproducing and completing the table below in their proposals, or, if there is no table below, by completing the attached form and including it in their proposals.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST and PST, which should be itemized separately.
- (c) Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth 40 points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has submitted a proposal for, which will be calculated in accordance with the following formula:

lowest price \div proponent's price \times weighting = proponent's pricing points

3. Required Pricing Information

Each proponent should provide the following in its pricing submission:

(a) Breakdown of team members and roles, sub consultants, tasks, hours and fees. An example of the preferred format is shown below. Phase 1 (Civil Design), Phase 2 (Conceptual Design) and Phase 3 (Contract Administration).

Pricing Submission Table	RFP - Project Title								
	Team Member Role 1	Team Member Role 2	Team Member Role 3	Consultant Hours Task Total	Subconsultant 1	Subconsultant 2	Subconsultant 3	Disbursements	TASK TOTAL
Hourly Fee									
Project Phase 1									
Task 1A	(hrs)	(hrs)	(hrs)	(hrs)	(\$)	(\$)	(\$)	(\$)	(\$)
Task 1B									
Project Phase 2									
Task 2A									
Task 2B									
Project Phase 3									
Task 3A									
Task 3B									
Subtotal Hours									
Subtotal Fees									
Total Work (no GST) GST @ 5% Total Fees									

APPENDIX D – RFP PARTICULARS

A. THE DELIVERABLES

Background

The CVRD operates two small sewer systems located in the Cobble Hill area; Cobble Hill Sewer System and Twin Cedars Sewer System. Cobble Hill Sewer System produces Class C effluent quality through a Rotating Biological Contractor (RBC) treatment plant servicing 84 residential properties. The treatment plant is nearing the end of its lifecycle and is needing replacement. Twin Cedars Sewer System produces Class A effluent using membrane filtration (MBR) technology. The treated effluent is used for toilet flushing in a public washroom and for irrigation at a community park. The Cobble Hill Sewer Integration and Effluent Re-use Expansion Project will combine these two sewer systems into one.

Project Area

The following map shows the site location.



Project Overview

The majority of the pipe-works to connect the two sewer systems have previously been installed. The existing tank at Cobble Hill Sewer System, which currently houses the RBC unit, will be converted to a pump station that will pump STEP sewage to Twin Cedars Sewer for treatment. The existing sludge tanks at Cobble Hill will remain for sludge settling. The treated effluent from Twin Cedars treatment plant will be sent for ground disposal at either the existing Rapid Infiltration Basins (RIB) at Twin Cedars, the to-be-constructed RIBs at Cobble Hill sewer system or it will be used for irrigation water during the irrigation season in community parks. The existing membranes at Twin Cedars have been replaced with new higher capacity Toray NHP210 membranes modules. It is estimated that the upgraded plant will have the capacity to treat 450 m³ per day. The effluent re-use program will be expanded to include at least one additional community park (Cobble Hill Commons Park). Expanded servicing to extend to another CVRD-operated sewer system, Maple Hills Sewer System, may be included in the project.

Objectives

Objectives of the Cobble Hill Sewer Integration and Expansion of the Effluent Re-Use Program are to:

- 1. Convert the RBC treatment plant at Cobble Hill Sewer to a lift station to pump the STEP sewage to Twin Cedars sewer for treatment
- 2. Design and convert the disposal field at Cobble Hill Sewer to Rapid Infiltration Basins
- 3. Expand the effluent re-use for irrigation to the Cobble Hill Commons Park
- 4. Upgrade Twin Cedars treatment plant's components as necessary to match the treatment capacity provided by the higher capacity Toray NHP210 membranes modules
- 5. Provide conceptual design to expand servicing to Maple Hills sewer system including servicing of properties fronting the sewer main.

Available Background Documents

The following information is available to the proponents.

- 1. Drawings
 - a. Parks Service drawing 1
 - b. Parks Service drawing 2
 - c. Lines from WWTP to Watson Road
 - d. Reclaim drawings
- 2. Site Plan
- 3. Twin Cedars Sewer System Map
- 4. Cobble Hill Sewer System Map
- 5. Cobble Hill Area Map
- 6. Maple Hills Sewer System Map

One component of the deliverables will be to provide civil design services for the necessary upgrades at Cobble Hill Sewer and Twin Cedars Sewer Systems.

A second component is to provide conceptual drawings for servicing to expand the service area to include the existing CVRD-operated Maple Hills Sewer System and servicing of properties fronting the proposed sewer main. The conceptual design is to include: routing of the proposed sewer mains, proposed lift station(s), and proposed tie-in points to the existing infrastructure.

Verification of pipe capacities in the existing Twin Cedars collection system will be required to confirm capacity to accept the additional flow from Maple Hills. Analysis of the existing lift station to confirm maximum capacity and identify any required upgrades.

Scope of Work

Design Drawings

- Gather available background information including:
 - Existing reports and studies
- Review treatment process at Twin Cedars wastewater plant:
 - o Review and confirm treatment capacity of Toray NHP210 membranes,
 - Review each system component (pumps, tanks, biological treatment, etc.) and confirm required upgrades to match Toray NHP210 membranes treatment capacity
 - Computer model of blower distribution manifolds piping and identify any modifications to the piping to optimize aeration to the treatment process and blower efficiency;
 - Review system process and pump run times and make recommendations for modifications to optimize treatment process and energy requirement. Consultation with Clean Harbours to verify system controls to optimize system efficiency and treatment.
 - Design required system upgrades
- Recommendations for make and model of new aeration blowers; recommendations to include:
 - o An air demand analysis to identify and adequately size the blowers.
 - Consideration for energy efficiency, life cycle costs, operation and maintenance costs, warranty terms and noise level. Comparisons clearly shown in a table format for the recommended makes/models
- Confirmation on the need (or not) for an additional primary screen at Twin Cedars for the STEP sewage from Cobble Hill Sewer.
 - o If deemed necessary, design to incorporate additional screen into existing system
 - o If deemed not necessary, design to show re-routing of pipe works from Cobble Hills sewer directly into equalization tanks.
- Design of sewer force main from Twin Cedars treatment facility to the corner of Watson and Fisher road for a dedicated effluent reuse line to connect to the existing force main to Cobble Hill Sewer (see Drawing A, Alignment of New Force main)
- Design of reclaimed effluent service pipe from Fisher Road to Cobble Hill Commons Park
- Design of the lift station at Cobble Hill Sewer. Consideration in the design to include:
 - energy cost savings;
 - appropriately sized pump(s);
 - o long-term durability of the components;
 - o health and safety of workers while working in the lift station;
 - condition assessment on the existing concrete tank and recommendations made for tank liners, if required.
- Design showing a FilterPro odour control unit at the following locations:
 - Twin Cedars treatment plant head works. Design is to maximize the level of odour management to include as many system components as feasible to provide superior odour control.

- Cobble Hill sewer lift station. Design is to include odour management of the sludge settling tanks if possible.
- Selection for location and design of an additional reclaimed water storage tank and related pipe-works to connect the tank to the existing system
- Determination for the need of an additional UV disinfection unit to treat to the maximum treatment capacity of the plant. If an additional unit is deemed necessary, design is to include the additional unit.
- Recommendations for composite tops/lids on the anoxic zone tanks and MBR tanks to replacing the existing steel grating.
- Selection and design of appropriately sized effluent pumps at Twin Cedars Treatment Plant lift station to pump to Cobble Hill sewer RIBs
- Design to show new NHP210 membrane modules
- Provide and implement a Commissioning (Process Optimization) Plan and develop a Recommissioning Plan/Schedule
- Update Operations and Maintenance Plan
- Class A cost estimates
- Provide Contract Administration during construction
- Prepare as-constructed drawings
- Update Asset Inventory, Condition Assessment and 10-year Financial Plan in CVRD format.
- Complete Environmental Impact Study (EIS) at Cobble Hill Disposal Fields

Conceptual Design

- Gather available background information including;
 - Existing reports and studies
 - GIS maps from CVRD, including shape files and layers
 - o Existing site services (water, sanitary, stormwater, electricity, and telecom)
- Prepare Information including:
 - Topographic Survey (LiDAR data available)
- Prepare a base map based on gathered background information showing all of the existing services (water, sewer, roads and drainage features), and natural features
- Prepare design report for pump stations, force mains, sewer mains, capacity of existing collection pipe works, proposed tie-in points to existing infrastructure.
- Preparing conceptual design as per the design report.
- Class C cost estimates

B. MATERIAL DISCLOSURES

Completion of the Design and Conceptual Design is required by <u>January 15, 2019</u> at the latest to accommodate a project completion date of December 31, 2019.

Collaborative Team

The successful proponent will work closely with CVRD Engineering Staff throughout the Project to confirm project objectives, design criteria, process and supplier options, schedule and budget.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the proponent.

2. Pricing (Appendix C)

Each proposal must include pricing information that complies with the instructions contained in Pricing (Appendix C).

3. Other Mandatory Submission Requirements

N/A

D. MANDATORY TECHNICAL REQUIREMENTS

N/A

E. PRE-CONDITIONS OF AWARD

WorkSafe BC

The successful Proponent will be required to show proof of WorkSafeBC's coverage confirming that the Proponent is active, in good standing, and has met WorkSafeBC's criteria for advance clearance.

<u>Insurance</u>

The successful Proponent shall at all times during the currency of this Project and any extension or renewal thereof, at its own expense, obtain and provide the CVRD with evidence of:

Commercial General Liability Insurance, against all claims for personal injury, including bodily injury resulting in death, and property damage with an inclusive limit of not less than Two Million (\$2,000,000) per occurrence. Such policy shall name the CVRD as an additional insured with respect to the liability arising out of the operations of the named insured.

The CVRD reserves the right to request such higher limits of insurance or other types of insurance policies appropriate to this AGREEMENT as the CVRD may reasonably require from time to time.

Indemnification

The Proponent will be required to agree to the following respecting liability and indemnity:

The Proponent agrees that the Cowichan Valley Regional District (referred hereinafter as the CVRD) shall not be liable for any injury or damage (including death) to any employees, officer or agent of the Proponent, unless the injury loss or damage is caused by the negligence of an officer or employee of the CVRD while acting within the scope of his/her employment.

The Proponent agrees that it shall, at all times, indemnify and save harmless the CVRD, and each of its elected officials, officers, employees and agents from and against all claims, demands,

losses, costs, damages, action, suits or other proceedings made, sustained, brought or made upon the CVRD in respect of any costs, expenses, loss, damage or injury, including death, and reasonable legal fees, arising out of any cause, whether direct or indirect, by reason of or in connection with negligent acts or omissions of the Proponent or any of its officers, directors, employees or agents in connection with the services performed, purportedly performed or required to be performed by the Proponent under this contractual agreement.

Professional Liability Insurance with a minimum per claim limit of not less than One Million (\$1,000,000), and a minimum annual aggregate of not less than Two Million (\$2,000,000).

F. RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
i. Experience and Qualifications	20 points	16
ii. Project Lead & Team Composition	15 points	12
iii. Understanding of Project & Deliverables	15 points	12
iv. References	10 points	8
v. Pricing (See Appendix C for details)	40 points	N/A
Total Points	100 points	N/A

Suggested Proposal Content for Non-Price Criteria

i. Experience and Qualifications – Total Points = 20 points

Each proponent should provide the following in its proposal:

- a brief description of the proponent;
- a description of its knowledge, skills and experience relevant to the Deliverables;
- a description of how the proponent will provide the Deliverables, which should include a work plan and incorporate an organizational chart indicating how the proponent intends to structure its working relationship with the CVRD.

ii. Project Lead & Team Composition – Total Points = 15 points

- Identify the Project Lead and describe the role and responsibilities the Project Lead would undertake as part of this Project.
- Provide a resume for the Project Lead along with their availability and proposed time commitment to the Project work plan for the deliverables outlined in the proposal.
- Provide resumes for team members and clearly identify their relevant skills sets, credentials and project experience in delivering comparable projects.

• Outline team members along with their availability and proposed time commitments to the Project work plan for deliverables outlined in the proposal.

iii. Understanding of Project & Deliverables – Total Points = 15 points

- Identify all services included in your proposal along with any optional, excluded services, or services assumed to be provided by others.
- Identify any unique design challenges with the proposed project concept.
- Identify critical project items that you think will define overall success of the project and how your team will work with the CVRD to deliver these items.

iv. References - Total Points = 10 Points

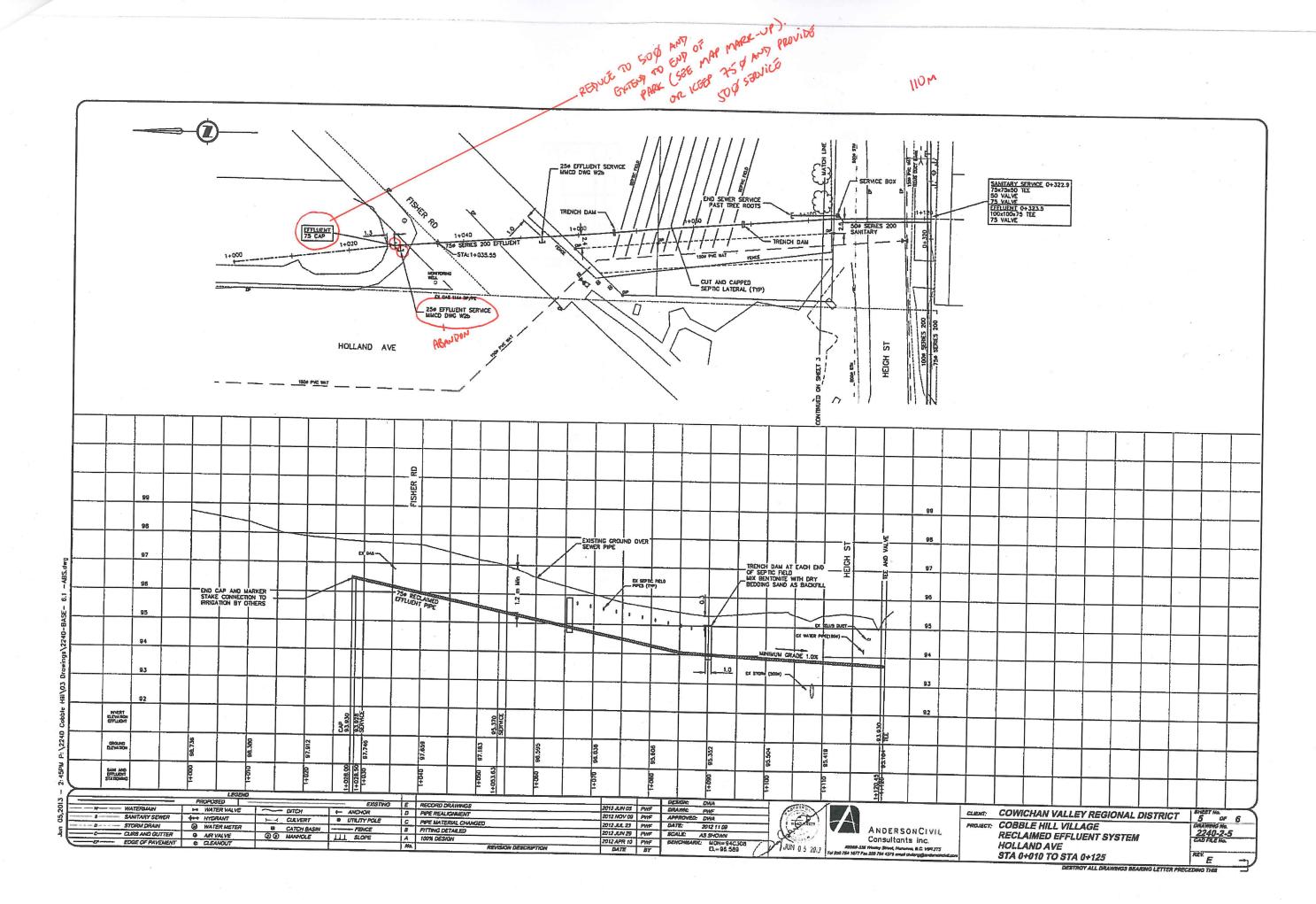
Each proponent is requested to provide three (3) reference from clients who have obtained goods or services similar to those requested in this RFP from the proponent in the last five (5) years. References should be provided in the format provided in Appendix E.

APPENDIX E - REFERENCE FORM

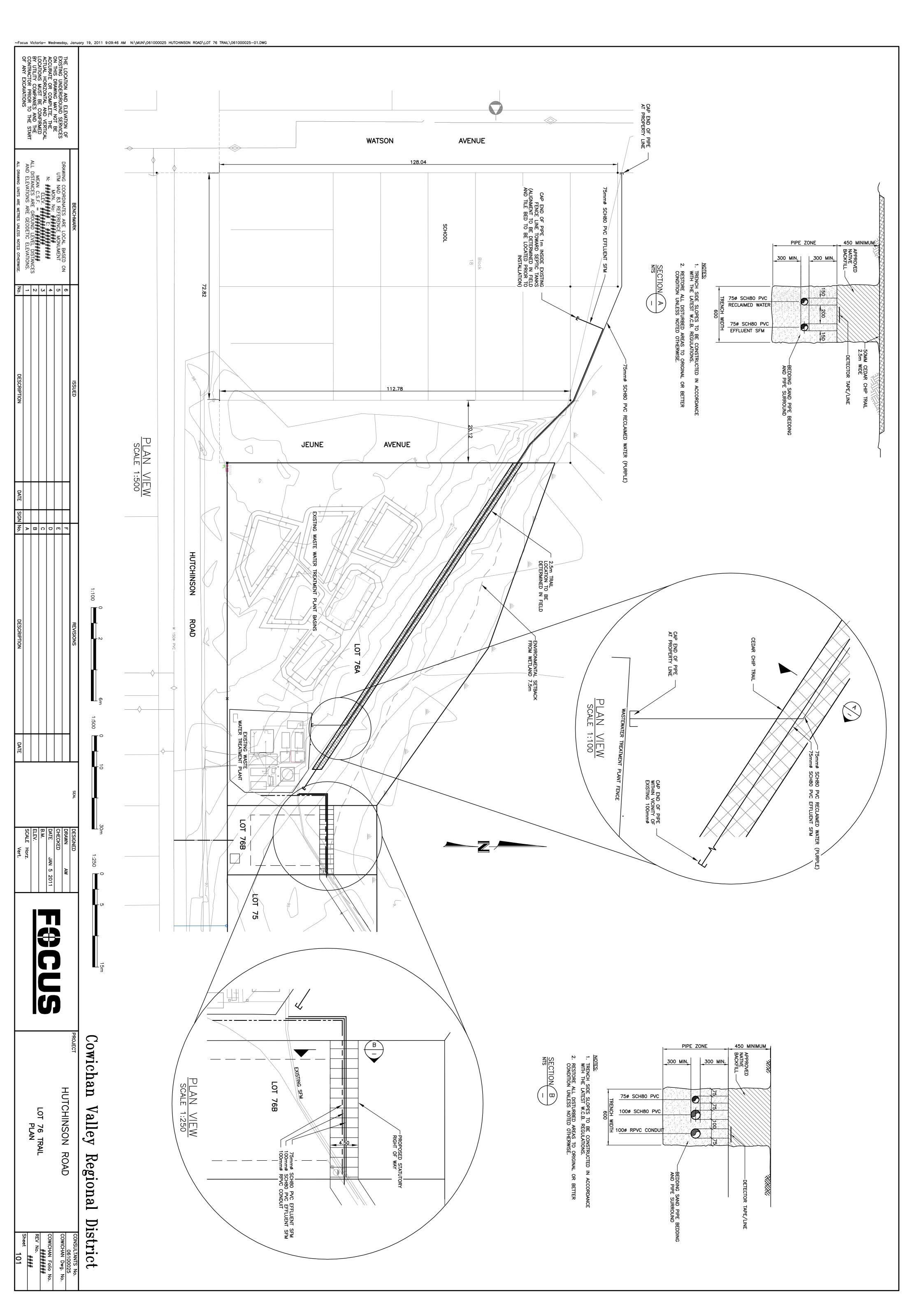
The proponent must provide details of three (3) projects similar to this project.

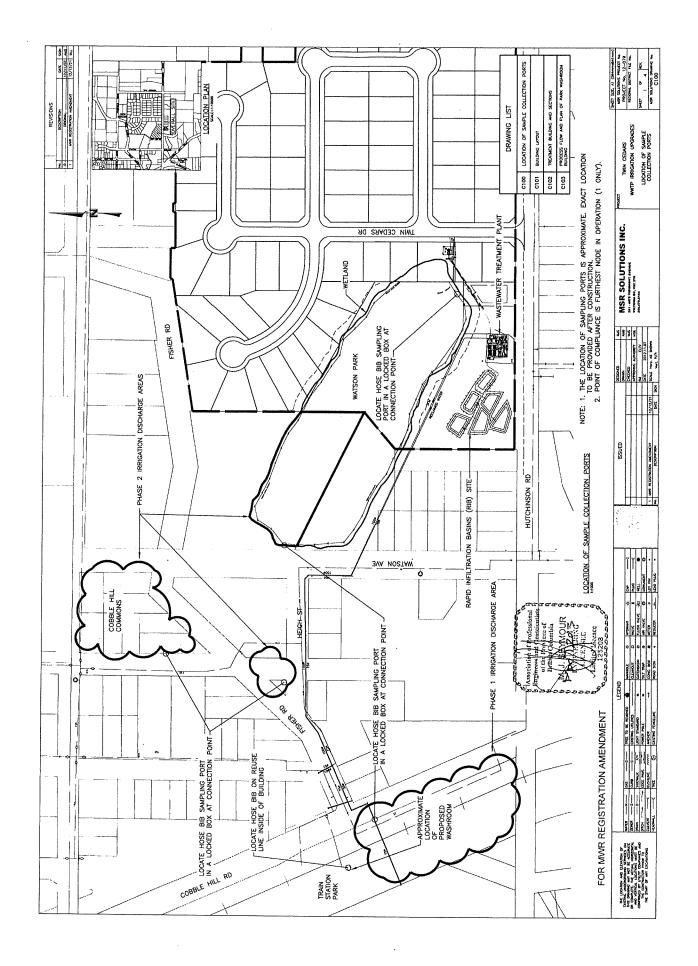
Reference contact Information					
Name:					
Organisation:					
Title:					
Email:					
Phone Number:					
Project name:					
Value of the Project:					
Contract Period:					
Description of the Project:					
Positive Aspects of the Project:					

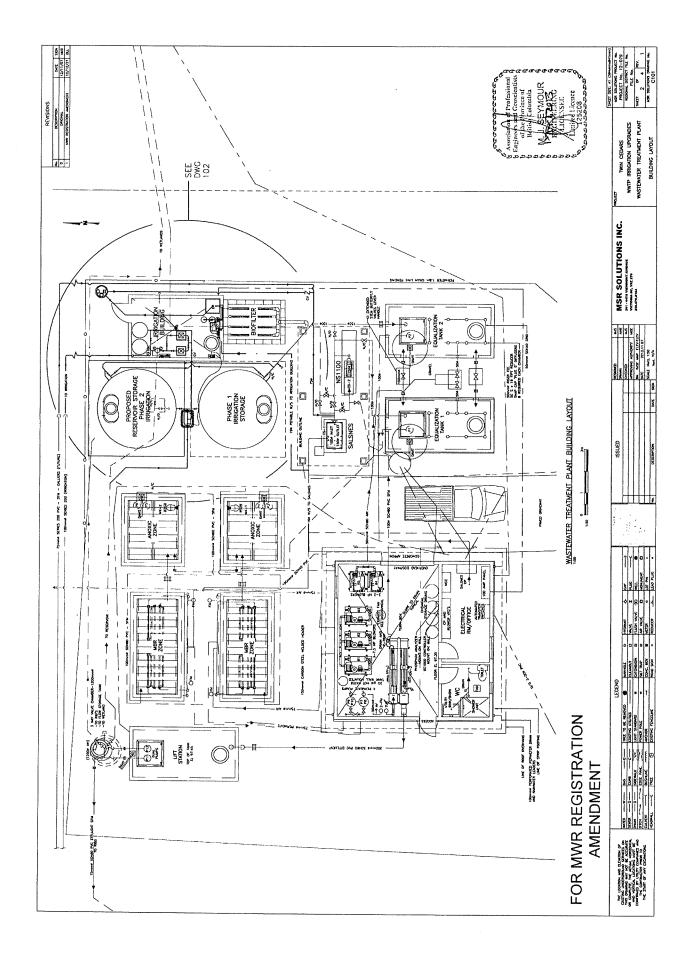
Challenges Faced on the Project:	
Scheduling Challenges:	
Innovation and Value Added Services:	

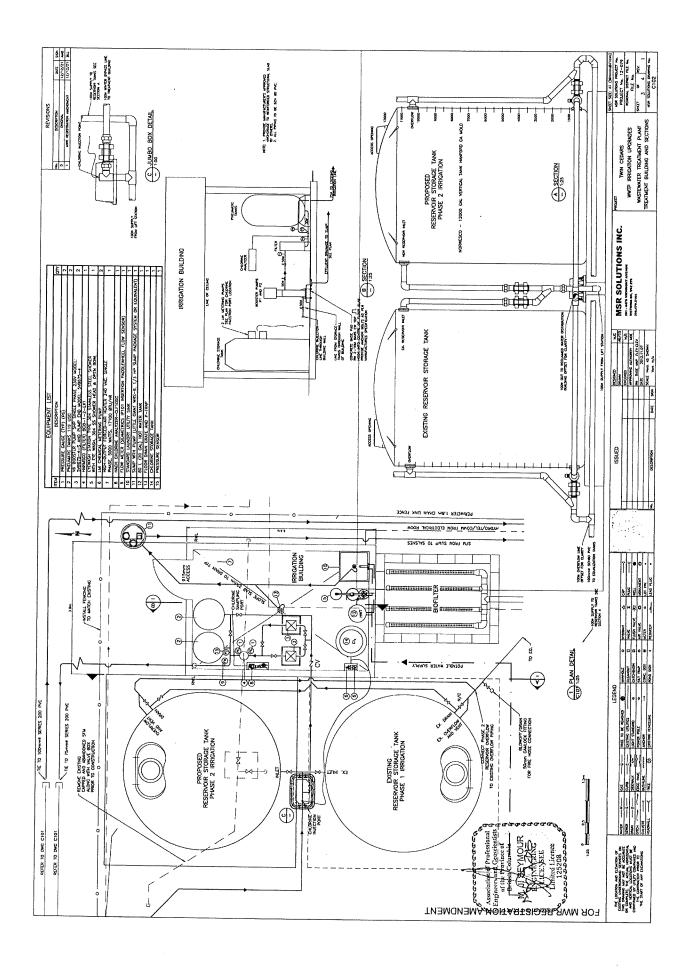


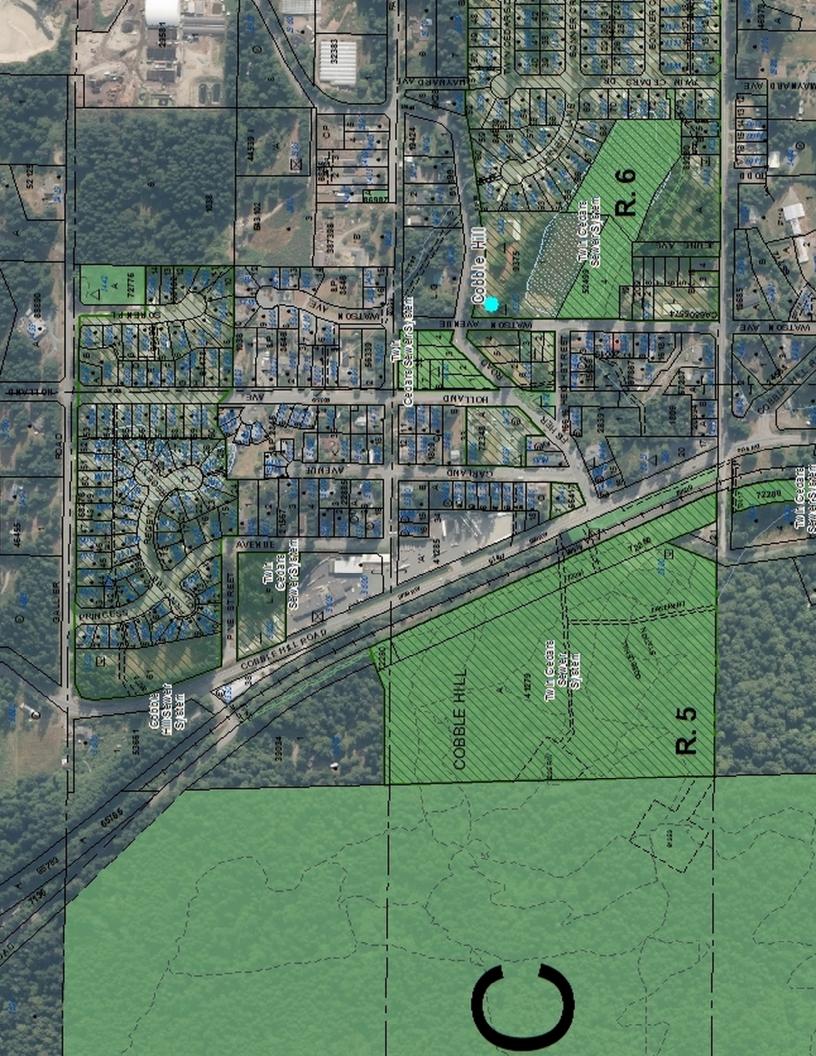


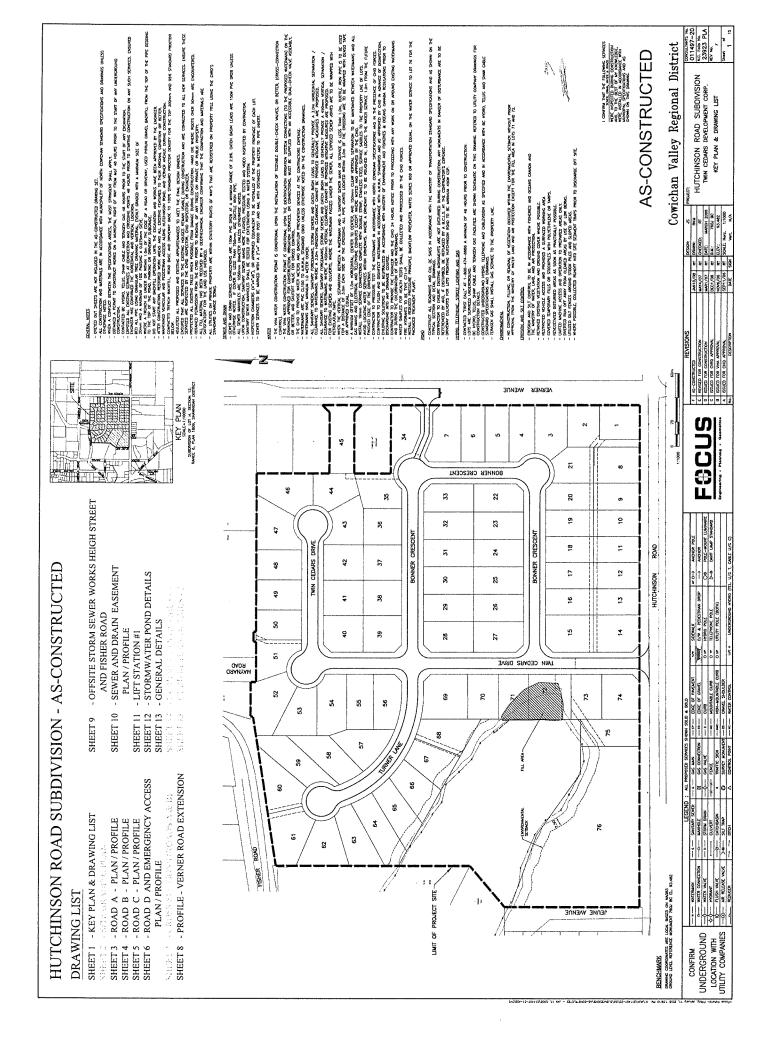


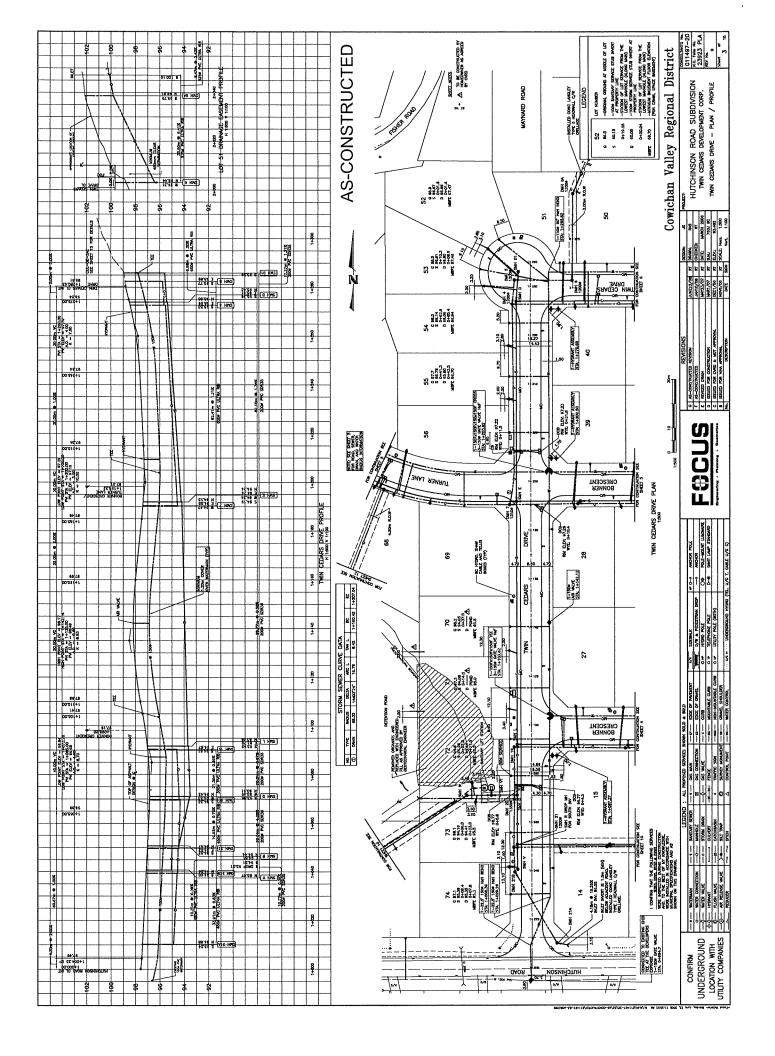


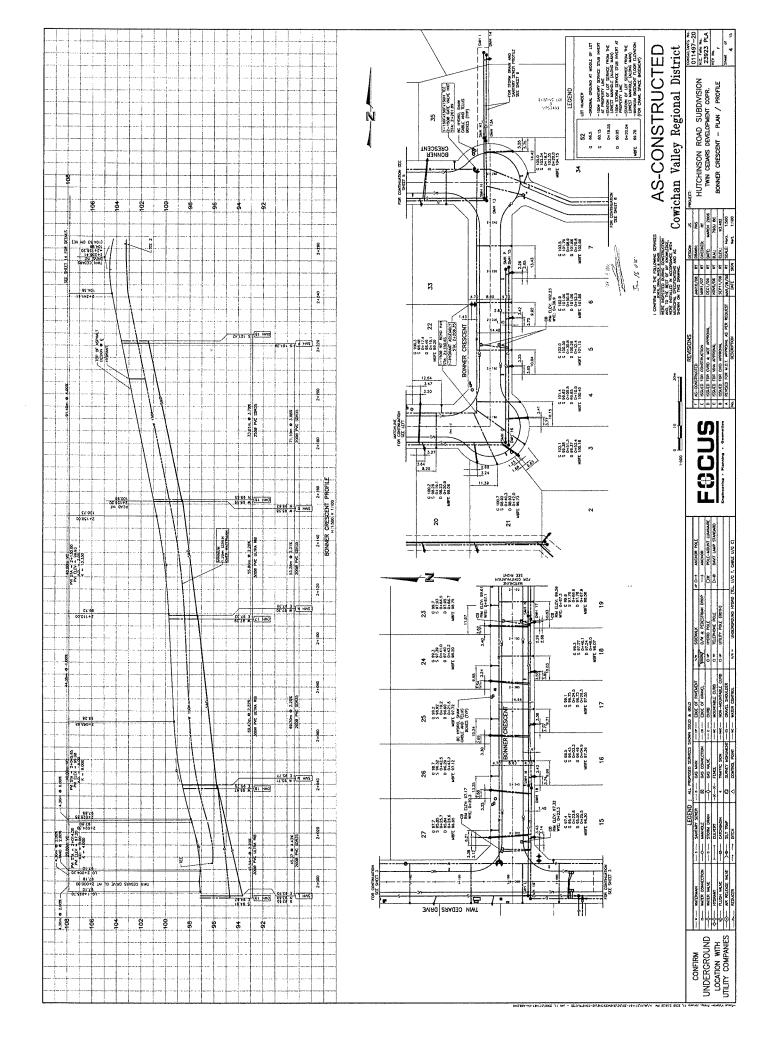


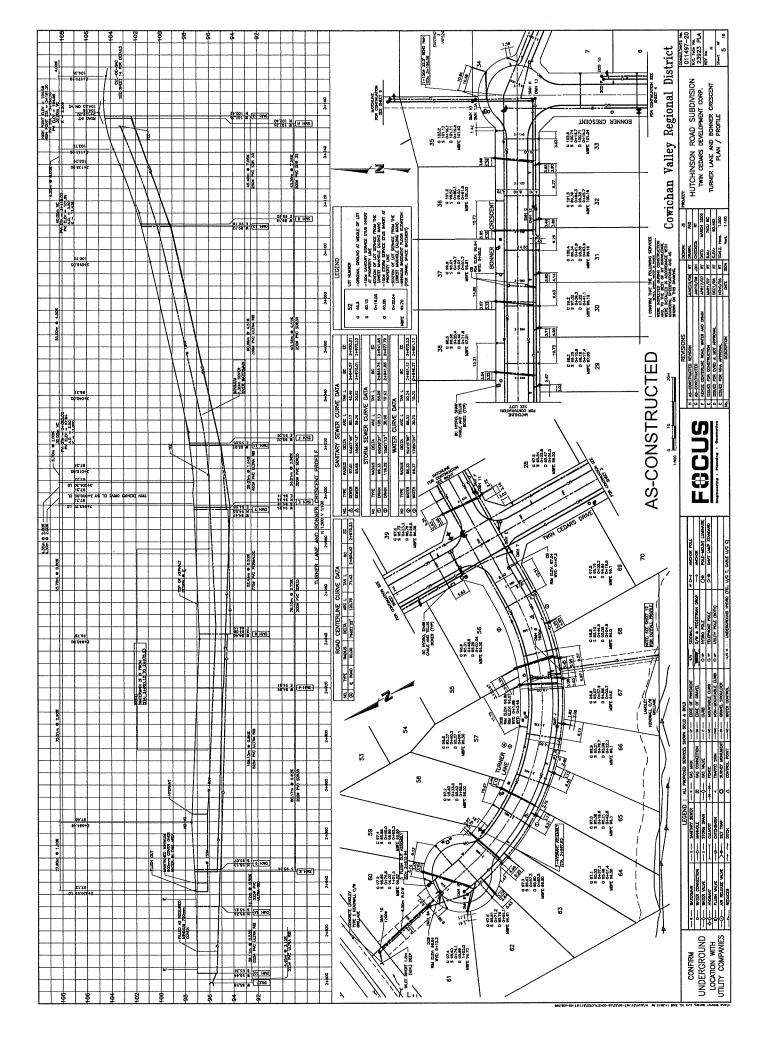


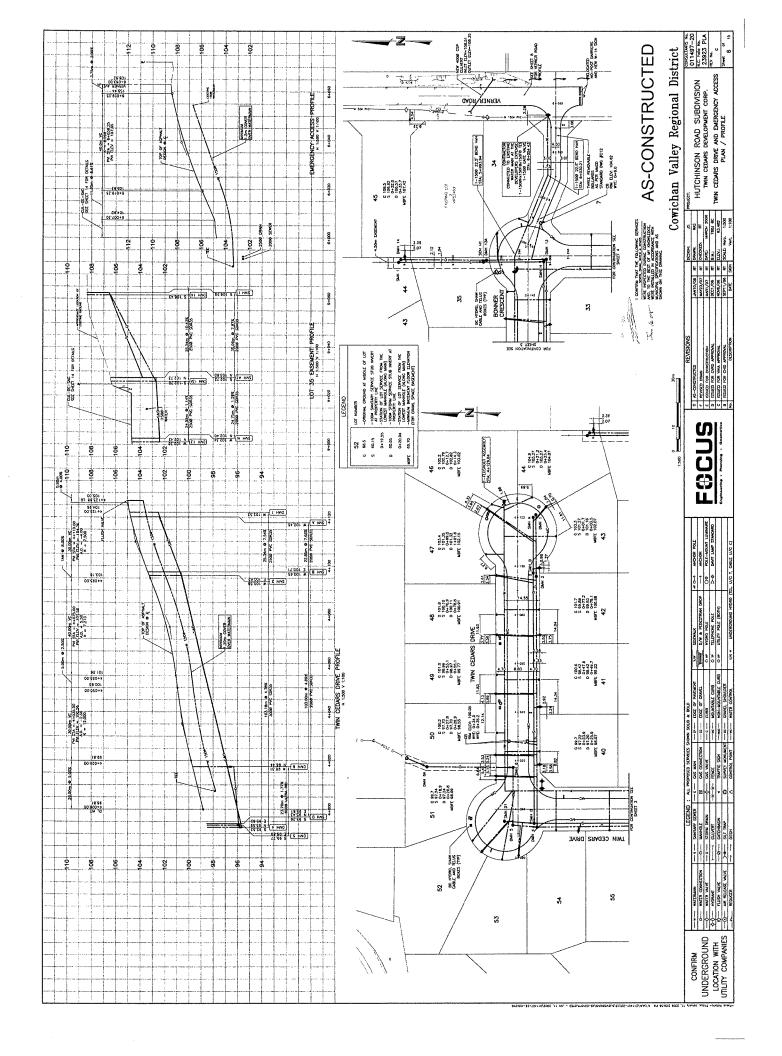


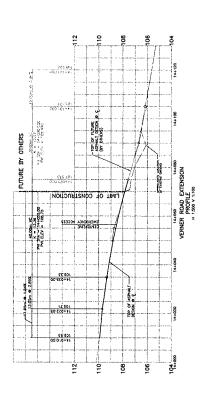












1881 13871 Xm 18 OF

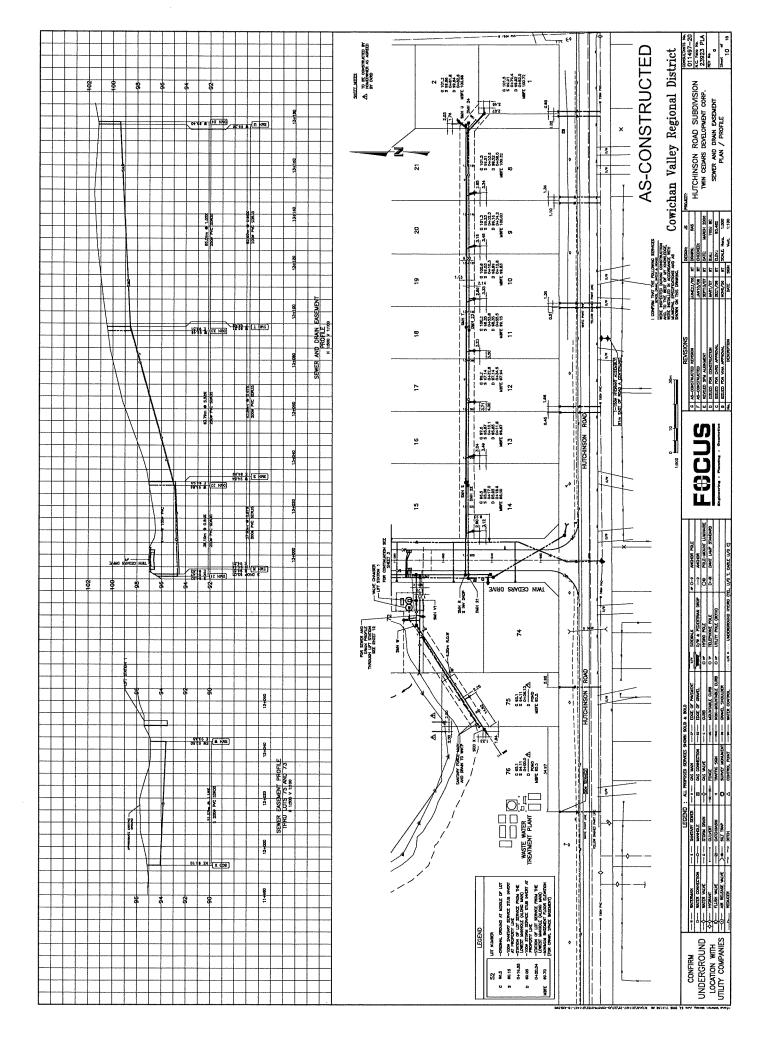
AS-CONSTRUCTED CONSTRUCTOR THE FOLLOWING STRVCES
WHE INSTITUTE DURING CONSTRUCTION
WHE INSTITUTE BY TO WAY KNOWEDOG,
WHE WISHLED IN ACCORDANCE AND AS
SHOWN ON THE DRAWNE,

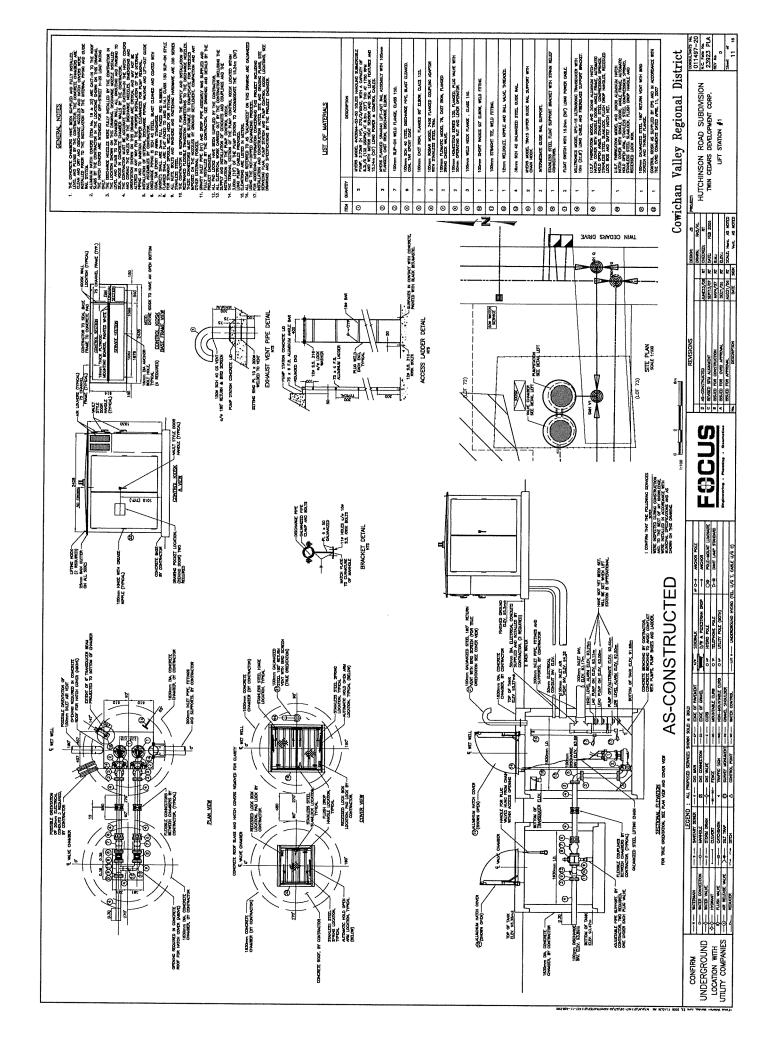
CONSULTANTS No. 011497—20 N.C. Folio No. 233923 PLA REV No. C. Shwet of Shwet B 15 Cowichan Valley Regional District

HUTCHINSON ROAD SUBDIVISION
TWIN CEDARS DEVELOPMENT CORP.
PROFILE – VERNER ROAD EXTENSION

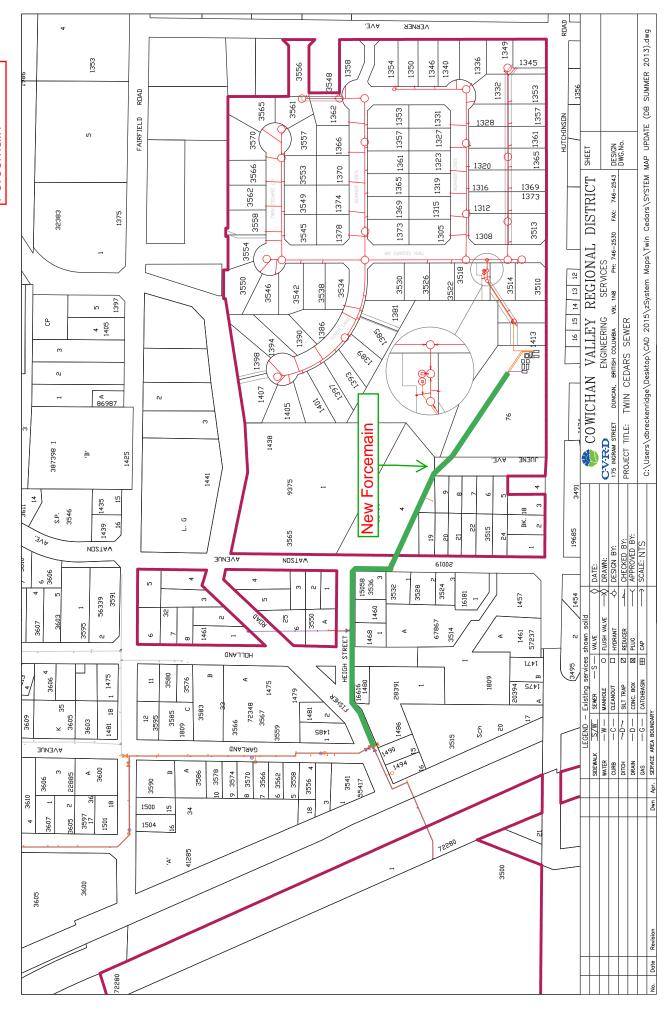
FECUS

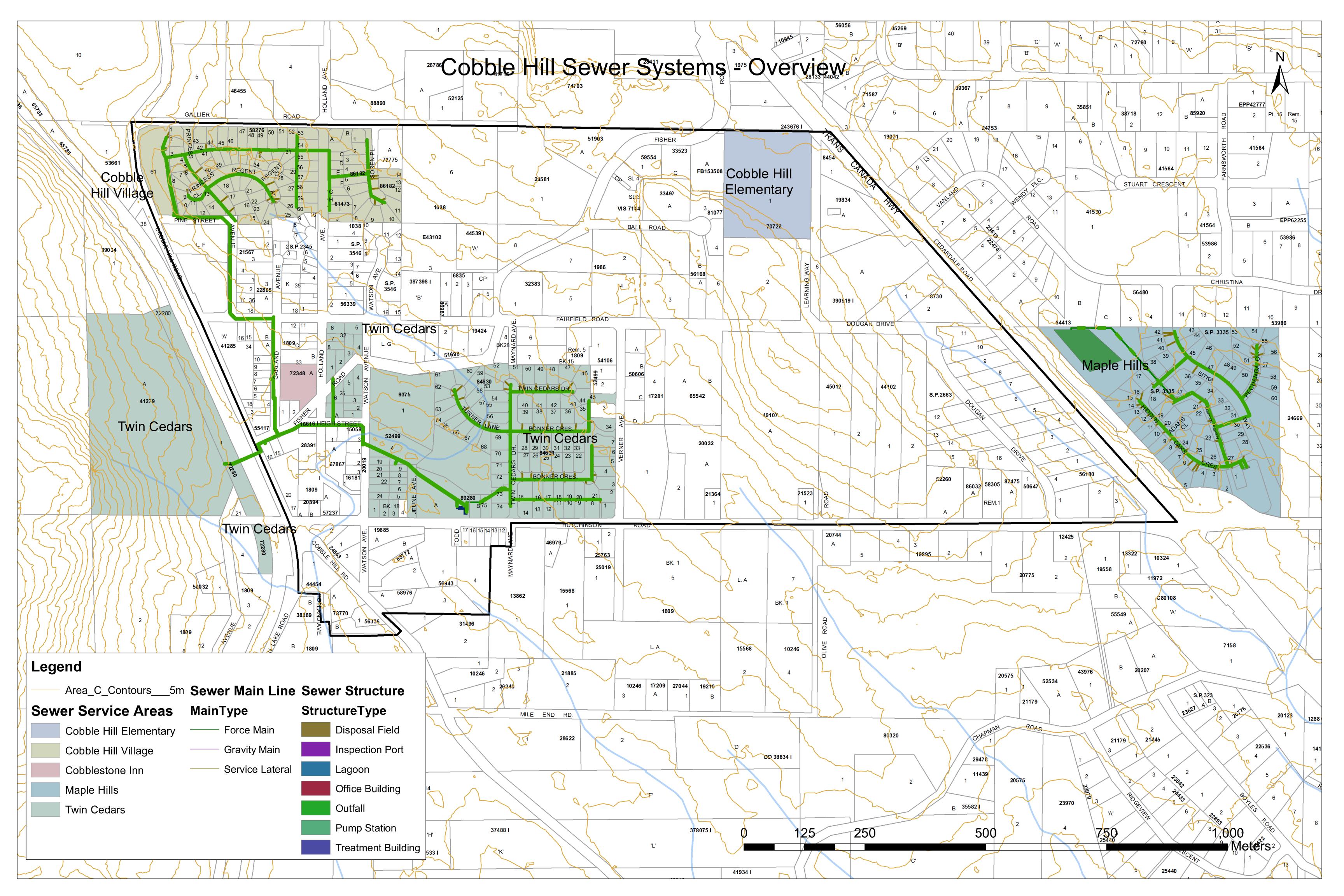
30m 1:100 0 2

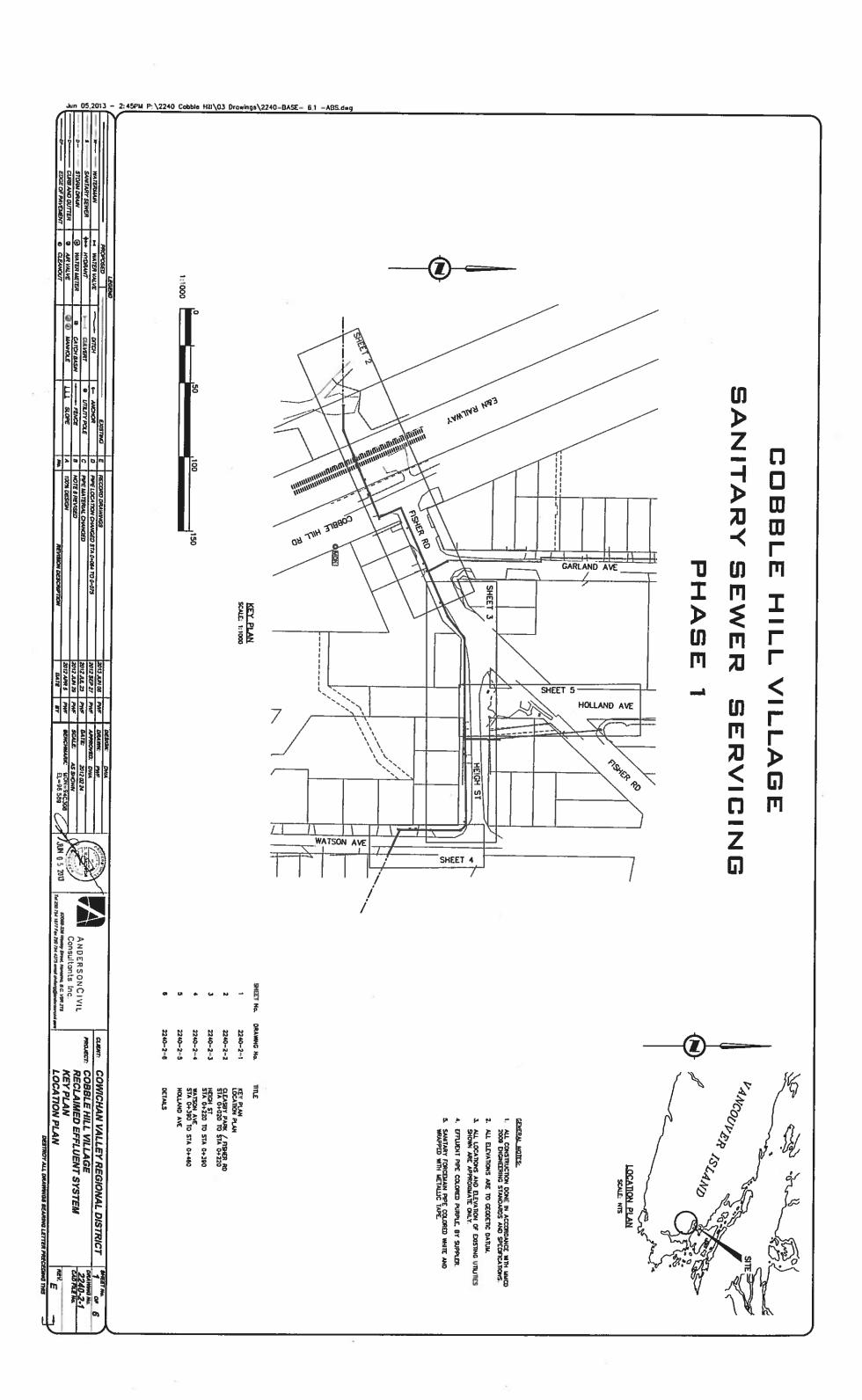




Drawing A Alignment of New Forcemain







Nov 22,2013 - 6:24PM P:\2240 Cobble Hill\03 Drowings\2240-BASE- 6.2 -AS8.dwg ē 97 <u>ē</u> 8 STANDING THE STORM DRAMY
CURB AND GUTTER

EDGE OF PAVEMENT

O 0+040 102,405 EX ELECTRICAL CAP ENDS TO BUILDING BY OTHERS 0+050 100.905 750 RECLAIMED EFFLUENT
PUPE & 500 PRESSURE
SEWER IN COMMON TREDICH
SEE DETAIL (B) 0+070 99.108 0+074.7 Cleasby Bike Park 0+080 97,718 RECORD DRAWNOS

PARK SERVIZE ACOED

PRE LOCATION CHANGED STA D-064 TO D-073

WITHSECTION WALVES ACOED

ARTERSECTION WALVES ACOED 0+090 94.050 94.07 CASING -EAN RAILWAY TOP OF BANK OF FRANCE CORNE COME CONTROL C 0+105.3 Troin 0+120 95.731 SON EFFLUENT SERVICE NINCO DWG WZb U/G TELUS FIBRE OF NO ## DHA

*** PHF

*** PACATE TO THE

*** TO THE

** TO THE

*** TO THE

** TO THE

*** TO THE

** 0+130 95.799 COBBLE HILL RD 0+140 95,589 COBBLE HILL RD П Sw or 11 0+150 95.419 11 11 Φ IJ Fence ANDERSONCIVIL
CONSULTANTS INC.
2008-129 Newly Street Names, E.C. 1997-279
9 794 1877 Fox 250 794 4175 mod controllerated G-try SANITARY SERVICE SO MALVE SO STUB AND CAP EFFLIENT 75 90" BEND TYPICAL FUTURE S Š 50+ SERIES BELOW CROUND FLUSHOUT ON SANITARY _ 0+170_ _ 94.811 _ 0+170.86 93.29 0+180 75s SERIES 200 EFF FISHER RD TELL TOUR TAILS. 200 SAN F 0+180 94.841 WATERMAIN IN THIS
AREA NOT FOUND
DURING CONSTRUCTION
LOCATION UNKNOWN COWICHAN VALLEY REGIONAL DISTRICT COBBLE HILL VILLAGE RECLAIMED EFFLUENT SYSTEM CLEASBY PARK / FISHER RD STA 0+020 TO STA 0+220 1000 SERIES 200 0+20 94,900 12 m Mir 100# SERIES 200 EFFLUEN 754 SERIES 200 FOR CONTINUATION / SEE DWG 2240-3-6 95.084 SANITARY
SOLVENING
TO VALVE
TO VALVE
TO VALVE
TO VALVE
TO VALVE
TO VALVE
TO VALVE П 0+203.7 CONTINUED ON SHEET 2 or 2240-2-2 O3 8 9 2 8 92 97 8

Nov 22,2013 - 6:32PM P:\2240 Cobble Hill\03 Drawings\2240-BASE- 6.2 -ASB.dwg STARONO STARON ₫ 27 0+370 95.027 0+380 94.611 ФФ HEIGH RD 1.2 m Min 0+390 94,418 **⇔** → CONTINUED ON SHEET 3 MATCH LINE 75# SERIES 200 0+400 -1004 RECLAINED EFFLUENT PIPE & 754 PRESSURE-SEWER IN COMMON TRENCH SWER 0+410 95.084 PIPE WP52499 PLAN 4 PR WI 0+420 95.823 WATSON ON EACH LINE DETAIL 0+426.13 94.35 TEE ¥ 0+430 95.982 EX WAT Spes 300 Graven 98.037 SANITARY
CHEEN THE FAFAF
TO TAPER FEH
TO TAPER FEH
TOWN TAPER FEH 0+430,00 COSTING TOOM MORE SENER ENSTANCE 750 HOUSE ETTLUENT LINE ENO CAP 2013 Nov 22 DWA DRAWN: DWA
2013 AN 03 PWF APPROVED: DWA
2013 ALL 23 PWF BAFF. 2012 O2 N
2012 AN 29 PWF BCALE: AS SHOWN
2012 AN 29 PWF BENCHMARK: NON-94C.508
DATE BY 2 g 9 8 ₫ NOTE CHANCE OF DIAMETER AND RELATIONSHIP CROSSING WATSON AVE SEWER PIPE ALSO PAINTED PURPLE IN ERROR ANDERSON CIVIL
Consultants Inc.
2009-159 Westy Street American SE 1897 Fee 1817 Fee 250 754 6177 and description PROJECT: COWICHAN VALLEY REGIONAL DISTRICT

PROJECT: COBBLE HILL VILLAGE

RECLAIMED EFFLUENT SYSTEM

WATSON AVE

STA 0+390 TO STA 0+460

DESTROY ALL DIAMWING BELANNO LETTER PRECEDING THES A OF 6
DRAWNO MA
2240-2-4
CAD FRENC

Jun 05,2013 - 2:45PM P:\2240 Cobble Hil\03 Drawings\2240-BASE- 6.1 -ABS.dwg DESCRIPTION OF STREET DENTE BLANCE BLONE 9 9 8 97 8 8 PACICIOSED

→ MATER MATER

→ MORENITE

→ 1+000 98.736 STAKE CONNECTION TO BRIGATION BY OTHERS 98,380 1804 PAC 1817 1+020 97,912 DINATION 1+026.00 1+028.50 93.928 SERVICE 97,746 3 ON WHEN FISHER RD 1+040 97.659 250 EFFLUENT SERVICE MINCO DWG WZb 稿 21 QAS 1140 DP/PE 150 SERRES 200 I ~STA: 1+035.55 1+050 g7,183 1+053.63 1.2 m Min 1+060 96.595 250 EFFLUENT SERVICE MINICE DWG WZB EXISTING CROUND 96.038 2013 JUN 05 2012 NOV 09 2012 JUL 23 2012 JUN 29 2012 JAPR 10 2012 APR 10 PHF DESCRIPTION DE STATE APPROVED. D. PHF DATE: AS THE STATE AS THE ST OVE S Call Age 95.608 WIC HOS 509 SEPTIC LATERAL (TYP) 95.352 결장 5 SERVICE ROOTS TREMCH DAM AT EACH END
OF SEPTIC FIELD
MIX BENTONITE WITH DRY
BEDDING SAND AS BACKFILL (9000) JUN 0 5 2013 E EX WAS MATCH LINE CONTINUÈD ON SHEET 3 1+110 95.419 HEIGH ST SAN NCE BOX 1+120.45 - 1+120 -93.930 TEE HEIGH ST AND VALYE 100# SERIES 200 0+320 8 1. ⊕ T -75¢ SERIES 200 ... COWICHAN VALLEY REGIONAL DISTRICT
PROJECT: COBBLE HILL VILLAGE
RECLAIMED EFFLUENT SYSTEM
HOLLAND AVE
STA 0+010 TO STA 0+125 SANIVARY SERVICE 0+3229 73x73x50 TE 50 VALVE 73x VALVE 100x100x75 TEE 75 VALVE STA 0+125

REV E SHEET NO. 6 DELIMING NO. 2240-2-5 CAD FRENO.

