



Notice to Potential Proponents Request for Proposals

RFP Date: October 18, 2022

RFP Title: North Drumheller River Crossing – Water & Sanitary Forcemain –
Engineering Design

Please review the attached document and submit your Proposal to the email address noted below by the closing deadline of 2:00 PM (as recorded by the receiver) on November 1, 2022

Proposals will not be considered unless:

1. Received by the date and time specified above; and
2. Received at the Email address specified below
 - a. Purchasing@drumheller.ca

Submission by hard copy or Facsimile will NOT be accepted.

Site Meeting Details: No Meeting Required

Deadline for Questions: Must be received in writing (email) prior to 2:00 PM (local time) on October 25, 2022

Town Contact: Kelcie Wilson, C.E.T.
Capital Project Manager
Town of Drumheller
702 Premier Way
Drumheller, Alberta, T0J 0Y4
403-334-0425
purchasing@drumheller.ca



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1.0 Overview

1.1 Project Background

Following the recommendations of the Infrastructure Capital Project Report (2018), The Town of Drumheller is looking for Engineering services to review the study, infill any gaps, and complete design of a new 200mm HDPE Sanitary Forcemain and a new 250mm HDPE Watermain.

The design of this project will look at the feasibility of the following two options for replacement (as defined in the Infrastructure Capital Project Report, 2018):

1. Installation along new alignments adjacent to the existing infrastructure undertaken by directional drilling.
2. Pipe busting the existing infrastructure.

In addition, the following should be considered during design:

1. An assessment to be completed to determine the need for replacement of the Sanitary Forcemain all the way to the existing North Drumheller Lift Station.
2. Pump Replacement at the existing North Drumheller Lift Station
 - a. The two (2) drive shaft style motor pumps at the North Drumheller Lift Station are currently at their life expectancy and as such need to be replaced. The Town of Drumheller would like the pumps replaced with a dry pit submersible pump.
3. Erosion/Sediment Control mitigation measures
4. Urban Tree Strategy (trees in good or fair health will be replaced at a 5:1 ratio – five trees planted for every one tree removed, if applicable).

All investigations, studies, assessments or reports required to be in compliance with Alberta Environment and Parks specifically the Code of Practice for Pipelines and Telecommunication Lines Crossing a Water Body should be outlined within each proposal. The Code of Practice for Pipelines and Telecommunication Lines Crossing a Water Body has been attached in Appendix B along with the Brooks Management Area that states the classification of the Red Deer River.

To facilitate all the above, The Town of Drumheller is requesting proposals for the design phase with construction management services to be negotiated in 2023. Tendering and construction will occur throughout the summer/fall of 2023 with engineering design being completed in throughout the fall/winter of 2022 and early 2023 winter season.

1.2 Existing Conditions

Water Distribution currently exists as 165 meters of 250mm diameter steel pipe while the Sanitary Forcemain currently exists as 175 meters of 200mm diameter steel pipe. Water and Sanitary pipe condition assessments have not been completed in recent years; however, both pipes have not been replaced since they were installed in 1970 and are approaching their expected service life.

1.3 Project Schedule

The schedule for this project is as follows:

Item	Date
RFP Issuance	October 18, 2022
Deadline for Questions	October 25, 2022
Closing Date	November 1, 2022
Notice of Award	November 10, 2022
Project Start or Delivery Date	November 14, 2022
Construction Period	2023 Based on Design Finalization



2.0 Scope of Work & Submission Requirements

2.1 Scope of Work

The following is a summary of the expected work but should not be considered an exhaustive list. Tasks required to complete the deliverables but not listed here shall be included where necessary.

Document Review & Survey

- Review of Infrastructure Capital Project Report and GIS data as provided by the Town. GIS accuracy cannot be guaranteed and as such the proponent should deem if Hydrovac for exploratory purposes to confirm pipe material, size, depth and location is necessary.
- Site survey along the project extents. Access to the North Drum Lift Station will be coordinated by the Town.
- Review Code of Practice for Pipelines and Telecommunication Lines Crossing a Water Body and all other Alberta Environment and Parks relevant documents.

Geotechnical Investigation

- Conduct a geotechnical investigation, where necessary, to determine the soil types in the construction area. This report should be used to provide high level confirmation of the feasibility of the preferred replacement option.

Preliminary Design (30%)

- Execute all required investigations, studies, assessments or reports to be in compliance with Code of Practice for Pipelines and Telecommunication Lines Crossing a Water Body.
- Review routing options and provide recommendations in the form of a technical memo to the Town.
- Detail the project's risks and mitigation strategies.
- Using the recommendations, provide a 30% Design Package including Class D Estimate

Design Review and Confirmation of Scope

- Respond to questions from the Town on the 30% Design package.
- Adjust design where necessary to meet Town Requirements.
- Confirm scope(s) & pricing for final design.

Issued for Tender (90%)

- Finalize Drawings for the full project scope.
- Provide a full IFT set of drawings, specifications, and Class A cost estimate.
- Prepare any permits applicable to Alberta Environment and Parks

Project Meetings

- It is anticipated that the project will require weekly meetings in order to maintain the project schedule. Meetings will be held virtually for the majority of meetings with one or two meetings Town of Drumheller being held in person should health restrictions allow. Meeting Agendas and Minutes shall be completed by the successful proponent.
- At least one meeting with Alberta Environment and Parks will be required to discuss the river crossing and the methods anticipated to be used. Meeting Agenda and Minutes shall be completed by the successful proponent.
- At least one meeting with shallow utility providers will be required to discuss crossings and conflicts. Meeting Agenda and Minutes shall be completed by the successful proponent.



2.2 Terms and Conditions

2.2.1 General Information

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.

All Proposals are to be in English only.

Any information provided through the RFP, and associated Addenda, is for information only and does not guarantee the accuracy of information or quantities. It is the Proponent's responsibility to obtain all the information necessary to prepare a Proposal in response to this RFP.

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.

2.2.2 Communications During 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. Information sent to any individual other than the RFP Contact will be deemed as not received and a response will not be provided.

Submitted queries will be answered by Addendum only. Questions may be answered in part, or in whole, at the discretion of the Town and not all queries will be responded to if deemed to not be relevant to the RFP submission.

If an Addendum is issued following the Deadline for Issuing Addenda, the Town may extend the Submission Deadline for a reasonable period of time.

2.2.3 Conflict of Interest

A Proponent may not have a direct or perceived Conflict of Interest with submitting a response to this RFP. This includes, but is not limited to: having access to confidential information not available to other proponents; communications with any person with a view to influencing preferred treatment in the RFP process; or engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process.

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

2.3 Submission Requirements

Proposals should be presented as a written document containing twenty (20) pages or less. Page count does not include appendices or title page and table of contents. The proposal should outline the services which will be provided including the methods which will be used, the staff which will be utilized on the project and any subconsultants that may be hired. In addition, the proposal must contain the cost of services, a project schedule, and a breakdown of effort for each team member. A breakdown of required content is provided in Appendix A.

In order to evaluate the staff being provide, the proposal submitted should outline the roles of each person, their relative experience, and previous projects which are similar. Resumes of each individual may be included with the proposal as an appendix.

In order to evaluate the company(s) as a whole, the proposal should outline previous work done in similar capacity over the past 5 years.



Submissions must be provided as two (2) separate PDFs with the technical portion having no reference to costs and the cost portion only to be opened upon evaluation of the technical proposal

It is to be noted that the Town of Drumheller's email receiving limit is 100MB and, as such, if multiple emails are required the subject line should note email *part # of #* and the next email's subject line is to include *part # of #*. This is to be added onto the subject line title as identified in Section 2.3.2 Proposal Submittal Format.

2.3.1 Proposal Submittal Location

Proposals must be submitted by email to:

purchasing@drumheller.ca

2.3.2 Proposal Submittal Format

Proponents should submit one (1) electronic copy, in PDF format. Submissions must be a maximum of 100MB in total. Zip files will not be accepted. The body of the email should not indicate the details of the Proposals, specifically the costs submitted.

The title of the email should be as follows:

RFP SUBMISSION – [COMPANY NAME] – [PROJECT NAME]

The title of the PDFs should be as follows:

RFP TECHNICAL SUBMISSION - [COMPANY NAME] – [PROJECT NAME]

&

RFP COST SUBMISSION - [COMPANY NAME] – [PROJECT NAME]

2.3.3 Amendment of Proposals

Proponents may amend their Proposals prior to the submission deadline by submitting the amendment in an email with RFP title as set out above. Any amendment should clearly indicate which part of the Proposal the amendment is intended to amend or replace.

2.3.4 Withdrawal of Proposals

At any time throughout the RFP process until the execution of a written agreement, a proponent may withdrawal a submitted Proposal. To withdraw a Proposal, a notice of withdrawal must be sent to the RFP contact and must be signed by an authorized representative of the proponent. The Town is under no obligation to return withdrawn Proposals.

2.4 Bid Bond

A bid bond is not required with this RFP section.

2.5 Contractor Certifications

Any contractor entering into any agreement with the Town of Drumheller is expected to have COR/SECOR or TLC certification as issued by the Alberta Construction Safety Association.



3.0 Evaluation Process

3.1 Overview

The Town of Drumheller reserves the right to accept/reject any or all Proposals in whole or in part. Proponents may be required to provide supplementary information after the closing date to support their Proposal, when requested by the Town. The highest scoring or any Proposal will not necessarily be awarded. The lowest cost or any Proposal will not necessarily be awarded.

No proponent shall have any claim for any compensation of any kind whatsoever (including, without limitation, the cost of preparing and submitting the Proposal, and any anticipated profits and contributions to overhead) against the Town as a result of participating in this process, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim. For greater certainty, the Proponent hereby waives any claim for damages or costs of any nature against the Town (including, without limitation, the cost of preparing and submitting the Proposal, and any anticipated profits and contributions to overhead) arising out of the Town’s use of its discretion under the Proposal documents, and the Project Manager’s advice to the Town.

3.2 Scoring Template

Proposals will be evaluated in two (2) parts. The Technical portion of the Proposal will be weighted the highest with the costs having a lesser impact on the scoring. Details as follows:

Item	Weighting
Technical Proposal	65
Cost Proposal	35

3.2.1 Technical Proposal Evaluation

The criteria that will be evaluated within the technical Proposal section will be as follows:

Technical Evaluation Criteria	
Proponent Profile and Qualifications	10
Work Plan & Deliverables	35
Project Management	10
Resources	10
Technical Evaluation Total	
	65

3.2.2 Cost Proposal Evaluation

The cost Proposals will be evaluated as follows:

Cost Proposal Evaluation		
Cost Proposal Calculated Score	Calculation to be adjusted to include only the Companies which pass the technical evaluation. Score = (Lowest Cost Submission/RFP Cost of Services) x 35	35

The Proposed total costs must include details of all professional and disbursement costs. This includes estimated hours and rates for all key personnel and technical resources as well as any sub-consultant costs and disbursements.

It is up to the Town’s discretion whether or not to evaluate more than three (3) Proposals. If the Town chooses to do so they may determine a maximum technical evaluation total which will be used as a



threshold that must be met instead and will evaluate all cost Proposals that meet or exceed that threshold.

3.3 Review by Committee

All Proposals will be evaluated through a comprehensive review and analysis by an evaluation committee.

The Evaluation Committee may, at its sole discretion, retain additional committee members or advisors.

The intention of the Evaluation Committee will be to select one Proposal which in its opinion meets the Town's requirements under this RFP and provides a satisfactory overall value to the Town.

By responding to this RFP, Proponents will be deemed to have agreed that the decision of the Evaluation Committee will be final and binding.

3.4 Clarifications

As part of the evaluation process the Evaluation Committee may make requests for further information with respect to the content of any Proposal and/or to ascertain the understanding and responsiveness of the Proponent and to any of the project information and requirements.

The Evaluation Committee may request further information from one or more Proponents and not from others.

3.5 Interview

A Proponent whose Proposal has received a high ranking may be invited to an interview with the Selection Committee, the results of which will be used by the Committee as a mechanism to revisit, revise, and finalize the score as necessary.

The representatives designated by the Selection Committee in its invitation to the Proponent must attend any interview scheduled as part of this evaluation process.

The representative of a proponent at any interview scheduled is expected to be thoroughly versed and knowledgeable with respect to the requirements of this RFP and the contents of its Proposal, and must have the authority to make decisions and commitments with respect to matters discussed at the interview, which may be included in any resulting agreement

3.6 Evaluation Results

Upon conclusion of the evaluation process, a final recommendation will be made for award. Proposal evaluation results should be the property of the Town and will not be shared with any proponents.

Proponents should be aware that Council and individual Councillors have the right to view the responses provided that their requests have been made in accordance with the Town's procedures.

4.0 Town of Drumheller Responsibilities

4.1 General

The Town's staff will provide assistance to the successful Proponent by reviewing all submitted documents within approximately one week of receipt, depending on the magnitude of the submission.

The Town will designate a Project Manager to this project upon completion of the evaluation of the RFP and award of the project.



Best efforts will be made by the Town to provide relevant and available past documents to assist in the success of the project.

5.0 Contract Details

5.1 Contract Type

The successful proponent will engage into a Professional Services Contract with the Town of Drumheller. The Town will engage into a contract with only one company and any sub-consultants will be the responsibility of the successful proponent and will be bound by the same requirements as the Town's contract. A draft version of the contract is included with Appendix C and is subject to modification to meet the requirements of this RFP as well as legal review prior to finalization.

5.2 Liquidated Damages

Liquidated Damages will not be included within this contract.

5.3 Insurances & Bonding

The Town of Drumheller requires that all Proposals include proof of \$5,000,000.00 Commercial Liability Insurance. Insurances must match that of the contract requirements (see item 2.4).

5.4 Warranty

Warranty is not applicable.

5.5 Negotiations & Agreement

Any award of an Agreement to a Proponent will be at the absolute discretion of the Town. The selection of a recommended Proponent will not oblige the Town to negotiate or execute an agreement with that recommended Proponent.

Any award of an Agreement resulting from this RFP will be in accordance with the bylaws, policies, and procedures of the Town.

The Town shall have the right to negotiate on such matter(s) as it chooses with any Proponent to which it has awarded an Agreement without obligation to communicate, negotiate, or review similar modifications with other Proponents. The Town shall incur no liability to any other Proponent as a result of such negotiation or alternative arrangements.

During negotiations, the scope of the service may be refined, issues may be prioritized, responsibilities among the proponent, all staff provided by it and the Town may be settled and the issues concerning implementation may be clarified.

If negotiations between the Town and a successful Proponent do not result in an Agreement within thirty (30) days of receipt by the Proponent of notification of award, the Town may at its sole discretion terminate such negotiations and either enter into negotiations with one or more other Proponents or terminate the RFP process.

The Town shall be under no obligation to accept a Proposal without amendment, alteration, counter-offer, or any change that may result from negotiations with the Proponent submitting the Proposal.

The Town reserves the right to award a contract in whole or in part.



5.6 Payment

Payment for services will be made in a timely manner following receipt of the invoices subject to the invoice being submitted in an acceptable format and without conflicts to the original agreement. Payment will only be made on approved invoices as deemed by the Town of Drumheller.

For labour costs, payment will be on a time basis at approved hourly rates to the Upset Limit for each deliverable to be provided by the successful Proponent.

Payments for disbursements will be pro-rated based on the value of the work performed during a billable period.

For the Unit Price deliverables, payment will be at the unit price for each deliverable provided. The Town will determine how many of the “units” are required, once the project has progressed sufficiently to make the decision.

Prices and staff rates submitted in a Proposal are to be firm for the duration of the RFP process and the term of any resulting Agreement. Rates shall be inclusive of all burdens or deductions as applicable to the work.

All invoices must clearly show GST as a separate value and GST “registrant” number indicated.

The Town shall not be responsible for any unauthorized additional costs.



Appendix A: Submission Details

The Proponent must submit through a 2-PDF system the following information:

Technical Proposal

A maximum of 10 pages, plus appendices, which includes the following minimum requirements:

- Cover Letter, signed by a person with the relevant authority for your company
- Project Overview
- Project Team
- Project Schedule
- Relevant Experience

Appendices may include:

- Resumes
- Gantt Chart Schedule
- Corporate Brochures
- Workers Compensation Board (WCB) Coverage Letter
- Provide Copy of Town of Drumheller Business License – to be obtained within three (3) business days upon award of project.

Cost Proposal

A maximum of 5 pages, plus appendices, which includes the following pages.



**Upset Limit Cost Breakdown – North Drumheller River Crossing –
Water & Sanitary Forcemain –
Engineering Design**

Task/Description	Total
Document Review & Survey	\$
Geotechnical Investigation	\$
Preliminary Design (30%)	\$
Design Review & Confirmation of Scope	\$
Issued for Tender (90%)	\$
Project Total	

The above prices are excluding GST. Each scope of work is mutually exclusive of the other and the Town reserves the right to award some or all of the scopes of work.



Town of Drumheller

RFP Date: October 18, 2022

RFP Title: North Drumheller River Crossing – Water & Sanitary Forcemain – Engineering Design

Appendix B: Relative Documents

The following information is attached to the RFP as additional information:

- Codes of Practice for Pipelines and Telecommunication Lines Crossing a Water Body
- Brooks Management Area Map - Codes of Practice for Pipelines and Telecommunication Lines Crossing a Water Body
- Infrastructure Capital Project Report
- GIS Pages



Appendix C: Sample Contract

An example of the contract which the successful proponent will be expected to sign is attached here for information.