

REQUEST FOR PROPOSALS - RMV 2019-02

Victoria Wharf Sewage Infrastructure – Replacement and Upgrade

For the

VICTORIA WATER AND SEWAGE COMMISSION

As well as the

THE RURAL MUNICIPALITY OF VICTORIA, PRINCE EDWARD ISLAND

PROPOSALS DUE: November 15, 2019

1.0 GENERAL

The following is a request for proposals for the Replacement and Upgrade of Victoria Wharf Sewage Infrastructure as managed by the Victoria Water and Sewage Commission.

1.1 Definitions

The Municipality: Rural Municipality of Victoria, Prince Edward Island.

The RFP: This Request for Proposals for the provision and installation of replacement sewage infrastructure on Victoria wharf.

The Proponent: The firm submitting a proposal in response to this RFP.

The Project: The work and services that are described in the Scope of Work of this Request for Proposal.

1.2 Background

The Rural Municipality of Victoria provides wastewater collection services to businesses and residents of the community through the operations of the Victoria Water and Sewage Commission.

Its mission is to provide wastewater management to the public in a safe, reliable, environmentally sensitive and financially responsible manner.

The installed effluent sewer system provides secondary treatment in an offsite location with primary treatment provided at each property connection in the form of primary interceptor tanks that are well sized with 3 days of capacity. Daily flows on the Victoria central sewage system can vary greatly depending on the season and range from:

- Winter flows of an average 7000 usgpd
- Peak summer flows of an average 25,000 usgpd

It is noted that our system has capacity in excess of 50,000 usgpd and that current connections includes 70 active residential and commercial connections with an additional 30 possible connections.

1.3 Scope of Work

The Victoria Wharf Pump Station Upgrade work shall include, but not be limited to, the following:

- upgrading the existing sewage lift station to meet the increased flow from the facilities located on the wharf;
- providing a new precast concrete manholes with graded vehicle access to the pump station,
- upgraded odour control,
- replacing piping between lift station and municipal system;

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- installation of two pumps into the new lift station with sufficient capacity to meet peak flow;
- construction of new piping, valves, metering and controls;
- all electrical conduits, wiring, alarm, controls to the upgraded lift station;
- installation of a new backup generator and switchgear;
- connection to existing municipal sewage system;
- reinstatement of paved and landscaped surfaces;
- compliance with all environmental laws and regulations;
- conforming to all applicable codes and standards;

The expectation is that this option would meet projected increase flow, upgrade and improve the efficiency of the operations and maintenance activities, and mitigate against the risks associated with the potential failure of the existing lift station.

It is anticipated that there will be minimal environmental disturbance and will be contained within the wharf area and construction zone.

It is intended that the construction will be carried out at a time when the wharf facilities are not operational.

1.4 Key Project Objectives are to:

- Realize an innovative financial and technical solution that will deliver the Project in the most efficient and cost effective manner, and will result in broad public acceptance of the proposed solution;
- Design and construct the Project to standards that will result in an operationally safe, efficient and high quality infrastructure;
- Construct the Works with minimal disruption to surrounding community and businesses.

2.0 INSTRUCTIONS TO PROPONENTS

2.1 Submission

The proponents shall submit, by electronic means, a proposal clearly labeled with the proponent's name and address, and the name of the project: "**Victoria Wharf Sewage Infrastructure – Replacement and Upgrade RMV 2019- 02**".

The proposals are to be submitted to:

Jaclyn Casler, Chief Administrative Officer, Rural Municipality of Victoria
victoriamunicipalitypei@gmail.com

No later than 4:00 pm on November 15, 2019

2.2 Contact and Addenda

All inquiries concerning this Request for Proposal are to be directed to:

Jaclyn Casler, Chief Administrative Officer, Rural Municipality of Victoria

Email: victoriamunicipalitypei@gmail.com

To ensure consistency and fairness to all proponents, the municipality will use written addenda to issue any clarifications or provide any further information in relation to this Request for Proposals. Any inquiries must be received by 4pm on October 30, 2019.

Any and all addenda will be published on the Province of PEI Tendering website (<https://www.princeedwardisland.ca/en/tenders>) by November 1, 2019. It is the responsibility of proponents to check the PEI Tendering website for any addenda to this Request for Proposals.

2.3 Proponents Requirements

The successful proponent shall be required to be registered to carry on business in accordance with applicable laws of the Province of Prince Edward Island. All potential proponents will be required to schedule a **Victoria wharf site visit** with the Water and Sewer Operator for the Victoria Water and Sewage Commission. These appointments will be available during the month of October 2019 and can be made on request to CAO Jaclyn Casler, at (920) 658-2541.

3.0 TERMS AND CONDITIONS

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposals and any addenda issued in relation to this Request for Proposals.
- The Municipality will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by the proponent will be borne by the proponent.
- This is not an offer. The Municipality of Victoria does not bind itself to accept the lowest price or the highest score of any proposal submitted.
- The Municipality has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the Municipality as a result of the cancellation or reissuing of the Request for Proposals.
- If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the proponent whose proposal, in the Municipality's opinion, provides the best potential value to the Municipality and is capable in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- If the Municipality decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.
- In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
- The Municipality reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the Municipality and issuing of a Letter of Intent.

3.1 Validity of Offer

The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

4.0 Contents of Submission

The information below should be included in the Construction Company's proposal.

- a) *Demonstration of an understanding* of the project and a clearly articulated methodology to be employed for completing the work within the required time frame.
- b) *An outline of the company's experience* with similar or related construction exercises. Please provide Client names and relevant contact information for each reference.
- c) *A Proposed Cost* providing a fixed quotation for the work. The fixed quotation must include fees and expenses but can exclude HST. Quotation must include fixed lump sum fees (such as engineering) and anticipated expenses related to the assignment.

5.0 Evaluation of Proposals

The Client will evaluate the proposals based on a variety of factors as shown in the chart below (total maximum score = 100 points). The evaluation criteria and points assigned identify the weighted importance of each factor to be used in the evaluation process.

Evaluation Criteria and Maximum Points Assigned

Comprehension (15 points)

A clear understanding of the intent of the process and a description of how the Consultant will gather information as it relates to the scope of the work and the project.

Methodology (25 points)

A description of the overall approach and methodology to be followed in completing all aspects of the assignment in detail sufficient to permit the Victoria Water and Sewage Commission to understand and evaluate how the work will be carried out.

Schedule (15 points)

An outline to complete the work as it has been defined.

Company/Project Team Experience (25 points)

A description of the capabilities, relevant experience and overall qualifications of the Project Manager and other team members, specifically in relation to experience with government funding, programs and services, rural businesses, and regional economic development agencies.

Submission (5 points)

General format and appearance of submission.

Financial Proposal (15 points)

The financial proposal must include a firm total cost for the project and be within budget.

7. Budget

The proponent must provide a budget for the cost of engineering, materials, and construction.

8. Suggested Time Frame

- RFP issued (September 25, 2019)
- Site visit on appointment (October 2019)
- RFP Closed (November 15, 2019)
- Contract Award (December 30, 2019)
- Project initiation (Spring 2020)
- Construction Completed (Fall 2020)