

**REQUEST FOR PROPOSALS**  
**Professional Engineering Services for Lift Station**  
**In the Rural Municipality of Wellington**

**Issue Date: March 2, 2018**  
**Prepared By:** Rural Municipality of Wellington  
Wellington, PEI  
Alcide Bernard, Mayor  
[office@wellingtonpei.ca](mailto:office@wellingtonpei.ca)

## **1. INTRODUCTION**

The Rural Municipality of Wellington is intending to acquire professional engineering services for the detailed design, tendering, and construction administration for replacement of the existing waste water lift station on Ellis Drive. Construction will only begin in 2019 or later depending on funding. The attached Assessment Report (Annex A) must be taken into consideration in developing the proposal.

Qualified firms with experience in the supply and delivery of municipal engineering services are invited to submit a proposal outlining their experience, deliverables, work capabilities, performance, warranty, and overall price in compliance with the specifications of this specific RFP document.

## **2. GENERAL INSTRUCTIONS**

### **2.1 SEALED PROPOSALS**

All proponents shall submit sealed proposals, marked on the outside of the envelope as follows:

**Rural municipality of Wellington**  
**PROFESSIONAL ENGINEERING SERVICES of the Lift Station Replacement**  
**Attention: Alcide Bernard, Mayor**  
Rural Municipality of Wellington  
Wellington, PEI  
**office@wellingtonpei.ca**

Please note that Giselle Bernard is also the primary technical contact for questions during the submission process. She can be contacted via email ([office@wellingtonpei.ca](mailto:office@wellingtonpei.ca)) or by telephone (Tel: 902-854-2920). To ensure fairness to all proponents, any and all questions that require detailed clarification or that may materially alter this tender document shall be submitted in writing.

**2.2 CLOSING DATE/TIME**

Sealed and marked proposals will be received no later **than March 23, 2018 at 2:00 pm local time.**

**2.3 SUBMISSION REQUIREMENTS**

The proponent shall submit one (1) sealed and duly executed copy of the completed proposal document, including any additional proposal specific information by the closing date/time that can be sent by mail. To drop off proposals in person, please call ahead of time to make an appointment as the office is not opened every day. Additional information shall not exceed ten (10) single sided pages.

**2.4 FIRM IDENTIFICATION**

Each proposal shall contain the full legal name of the proponent and be duly signed by a person with binding corporate authority.

**2.5 ACKNOWLEDGEMENT**

The proponent acknowledges and confirms that their proposal is based entirely on the terms, specifications, requirements and conditions laid out in the RFP document, or as otherwise established through any formal addenda issued relative to this RFP.

**2.6 ACCEPT OR REJECT PROPOSALS**

The proponent is advised that the Rural Municipality of Wellington reserves the right to reject any or all proposals. The Rural Municipality of Wellington may also, at its sole discretion, award the proposed work to other than the lowest price proposal. The contract will be awarded to the firm which is most advantageous to the rural municipality. The proponent is advised that failure to satisfy any term or condition of this RFP may result in the rejection of said proposal. Further, any proposals not properly signed/dated, proposals received after the closing time/date, proposals that contain restrictions and/or provisions, proposals completed in pencil, bids with incomplete calculations, or proposals lacking required information, will be rejected as incomplete.

**2.7 FREEDOM OF INFORMATION**

The proponent acknowledges that any information or documents provided in response to this RFP may be released pursuant to the provisions of the Prince Edward Island Freedom of Information Legislation.

This acknowledgement shall not be construed as a waiver of any right to object to the release of any information or documentation.

#### **2.8 AMENDMENT OR WITHDRAWAL OF PROPOSALS**

The proponent may amend or withdraw their proposal prior to the closing date and time by submitting a clear and detailed written notice to the primary contact via mail or PDF format via email. All proposals become irrevocable after the closing date and time.

#### **2.9 ACCEPTANCE OF PROPOSAL**

Upon acceptance, the proponent agrees to the supply of services as specified in this RFP immediately upon Notice of Award to the successful proponent, or as agreed between owner and proponent.

#### **2.10 BINDING AGREEMENT**

All proposals shall be final and binding on the proponent for a period of 60 (sixty) days from the closing date and time and may not be altered by any subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Rural Municipality of Wellington. Termination of services may be initiated by the rural municipality or the proponent for just cause at any time. A written notification of sixty (60) days is required for termination of services.

#### **2.11 PROPOSAL EXPENDITURE**

The Rural Municipality of Wellington will not reimburse any proponent for any costs related to the preparation of a proposal response to this RFP. Without foregoing any generalities, this shall extend to any review, presentations, and any supplemental information provided, and shall also extend to subsequent negotiations, if any, with the rural municipality.

#### **2.12 PROPOSAL PRICE**

The proponent shall provide a fixed price for the detailed design, tendering and

construction management. Any proposed additions, deletions or exclusions must be identified in the proposal.

### **2.13 ADDENDA**

In the event that questions/responses to this RFP require amendments or modifications to the original document, such amendments shall be advertised on the Rural Municipality of Wellington's corporate Website ([www.wellingtonpei.ca](http://www.wellingtonpei.ca)). It is the proponent's sole responsibility to review the aforementioned websites for any amendments/modifications to this RFP.

### **3.0 SCOPE OF SERVICES**

#### **Level of Effort**

The proponent shall prepare a table showing the total personnel hours for each of the following categories: Detailed Design; Construction Engineering Services including Resident Engineering; and Post Construction Services.

#### **Detailed Design**

The design work shall include but is not limited to the following:

- Survey and base map preparation.
- Geotechnical subsurface soils and groundwater assessment.
- Utility co-ordination.
- Development of detailed work plans and timelines showing estimated completion of specific project phases.
- Liaison.
- Review of existing control and electrical interface with existing waste water treatment plant.
- Review of existing generator and power supply to ensure existing system can meet new demands.
- Reconnection of the new lift station to the existing sanitary collection system.
- Develop commissioning and operations plan to maintain sanitary sewer servicing during construction.
- Development of detailed design drawings, design review packages, specifications and tender documents that comply with appropriate standards.
- Acquisition of all necessary permits, approvals and certificates of completion.
- Prepare a pre-tender cost estimate.

- Prepare a tender advertisement and submit to the rural municipality. The rural Municipality of Wellington will place the ad.
- Preparation of tender package. The consultant will arrange to have the necessary number of copies made and coordinate the distribution of the packages.
- Arrange a site meeting with contractors during the tender period if required.
- Reply to all questions relating the details of the construction project during the tender period.
- Issue addenda for clarification as required.
- Attend tender opening at the rural municipality office.
- Provide award analysis, tender summary, award recommendation, and provide an update on project budgets and schedule based on the accepted tender.

#### **Construction Engineering**

General engineering services during construction shall include, but not be limited to, the following:

- Prepare Contract Documents for signing by the Rural municipality of Wellington and the Contractor.
- Request the Contractor provide the necessary Bonds and Insurance.
- Provide interpretation of Contract Drawings and drawings during construction.
- Conduct a pre-construction meeting with the rural municipality and the Contractor regarding schedule, construction procedures, public relations, traffic control, safety programs, lines of communications and other items.
- Arrange and coordinate site meetings including preparation and distribution of the minutes in a timely manner.
- Review and approve shop drawings.
- Advise the rural municipality and Contractor regarding any contractual issues that may arise.
- Prepare and process Progress Certificates for payment.
- Coordinate quality control testing during construction. The testing firm may be a Sub-Consultant to the Consultant and be acceptable to the Rural Municipality of Wellington.
- Commissioning.
- Attend Construction Completion inspection, documenting all deficiencies.
- Issue the Construction Completion Certificate upon rectification of all deficiencies.
- Provide construction layout as required.
- Conduct inspection to confirm that the work is being performed in accordance with the design and specifications.

- Collect as-built data as construction proceeds for record drawing purposes.

**Post Construction Services**

Post construction services shall include, but not be limited to, the following:

- Preparation and review of final payment and release of holdbacks.
- Review of Operation and Maintenance Manuals.
- Preparation of record drawings. One hard copy and a digital copy of the drawings, in a format acceptable to the Rural municipality of Wellington. **Must provide all information required to update the rural municipalities's GIS and Asset Management Programs.**

**Project**

The Rural municipality of Wellington shall not be responsible for any unauthorized additional costs.

All invoices must clearly show HST as a separate value and HST "registrant" number.

In the event of mathematical errors found in the pricing pages, the unit prices quoted shall prevail.

Extensions and totals will be corrected accordingly and adjustments resulting from the correction will be applied to the Total Lump Sum Price quoted. All dollar amounts, fee statements, and invoicing shall be in Canadian dollars.

**Selection Committee**

All Proposals will be evaluated through a comprehensive review and analysis by a Selection Committee and will recommend a consultant for the project.

The aim of the Selection Committee will be to select one Proposal, which in its opinion meets the rural municipality's requirements under this RFP and provides a satisfactory overall value

to the rural municipality. The Proposal selected, if any, will not necessarily be the one offering the lowest fee. By responding to this RFP, Proponents will be deemed to have agreed that the decision of the Selection Committee will be final and binding.

The information provided in this section is not intended to comprise a detailed scope of services, but is intended to provide general information to firms wishing to submit proposals. It is the intent of the rural municipality to draw upon the expertise and experience of firms submitting proposals as to their recommendations of specific work tasks required to accomplish the goals. The actual scope of service will be determined by mutual consent between the rural municipality and selected consultant.

#### **4. PROPOSAL REQUIREMENTS**

##### **4.1 PROFESSIONAL INFORMATION**

Proposals must include information of a general nature on the firm. For comparative purposes, proponents are requested to describe their experience and resources as it relates to the services being provided.

In addition, specific information shall be included with respect to key personnel who are proposed to be utilized to satisfy the Rural Municipality of Wellington's needs including:

- Name and credentials
- Training and experience
- Position and area of specialization in the firm
- Individual fee scale

For any area described within the Scope of Services section that the firm is unable to provide internally, the above mentioned must also be provided for any consultants who are proposed to be used on behalf of the proponent.

All proposals shall include a detailed description of all professional fees and other costs and recommended method of billing and payment. Where applicable, proposals must include all taxes, rates and charges applicable at the time the proposal is awarded.



## 5. AWARD AND COMPLETION

### 5.1 EVALUATION CRITERIA

Proponents will be evaluated according to the following factors

1	Qualifications of professional personnel to be assigned projects	25%
2	Availability and capability to meet work requirements assigned	20%
3	Familiarity with the rural municipality's existing infrastructure, soil conditions, & engineering standards	10%
4	Related experience on similar projects	15%
5	Engineering Fee Structure	30%

Pricing is worth 30 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 bid on, which will be calculated by dividing that Proponent's price for that category into the lowest bid price in that category. For example, if a Proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that Proponent receives 100% of the possible points for that category ( $120/120 = 100\%$ ). A Proponent who bids \$150.00 receives 80% of the possible points for that category ( $120/150 = 80\%$ ), and a Proponent who bids \$240.00 receives 50% of the possible points for that category ( $120/240 = 50\%$ ).

Lowest rate

----- x Total available points = Score for second-lowest rate  
Second-lowest rate

Lowest rate

----- x Total available points = Score for third-lowest rate  
Third-lowest rate

### 5.2 PROPOSAL AWARD

We wish to thank all interested parties for participating in this tender process, and look forward to working with the successful proponent in the immediate future. The Rural Municipality of Wellington expects to be in the position to award the work by the first few weeks of April 2018.

