



## **REQUEST FOR PROPOSALS**

**(RFP #2020-001-GNU)**

### **Consulting Engineering Services for the Expansion and Upgrade of the Napanee Water Pollution Control Plant**

#### **MILESTONE DATES**

<b><i>MILESTONE</i></b>	<b><i>DATE</i></b>
RFP ISSUED	07-JUL-2020
MANDATORY SITE MEETING	16-JUL-2020
RFP QUESTIONS FINAL DATE	31-JUL-2020
RFP CLOSING DATE	07-AUG-2020

**Submission Contact/Questions:**

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**Closing Location:**

Town Hall Reception  
124 John Street  
Napanee, ON

**Site Meeting Location:**

Napanee WPCP  
300 Water Street W.  
Napanee, ON

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# 1. INTRODUCTION

## 1.1. LOCATION

The Town of Greater Napanee (Town) is an urban/rural municipality with a population of approximately 16,000 located on the north shore of Lake Ontario. With access on Highway 401, the community is:

- Halfway between Toronto and Montreal
- Two hours from Ottawa
- 30 minutes east of Belleville
- 30 minutes west of Kingston

In recent years, the Town has experienced residential growth, with several new subdivisions as well as some industrial and commercial developments.

The approximately 8,500 urban residents are serviced by 8 sewage lift stations and ~60 km of sanitary collection piping converging for treatment at the municipal water pollution control plant (WPCP). The Napanee WPCP is owned and operated by the Town.

## 1.2. PURPOSE

The Town of Greater Napanee, by this Request for Proposal (RFP), is inviting submissions from qualified professional consulting engineering firms (Consultant) for design, equipment pre-selection, permitting, tendering services, construction contract administration, site inspection, and commissioning services for the upgrade and expansion of the Napanee WPCP.

The project objectives are:

- **Environmental Protection:** Provide new processes and upgrades that address existing hydraulic limitations, eliminate process bypassing, and that achieve the effluent quality requirements of the Ministry of the Environment, Conservation and Parks (MECP), *Federal Wastewater Systems Effluent Regulations, SOR/2012-139*, and the targets of the Bay of Quinte Remedial Action Plan.
- **Efficient, Reliable, Long-term Operation and Performance:** The new facility shall provide redundancy and modern control/monitoring systems that support operational flexibility, maintenance needs, remote access, and critical process fail-safe features. The project will meet or exceed any applicable energy efficiency standards for buildings outlined in the *Pan-Canadian Framework on Clean Growth and Climate Change*. The upgraded facility shall reflect current industry standards and conform to the *MECP Design Guidelines for Sewage Works*.
- **Value:** The new facilities shall be procured in accordance with the Town Procurement Procedure, the *Canadian Free Trade Agreement* and other applicable international trade agreements. Components of the new facility shall be selected for best value based on due consideration of sustainability as well as capital, operating, and life cycle costs. The design shall accommodate future expansion.

## 1.3. BACKGROUND

### 1.3.1. Existing Facility

The Napanee WPCP is located at 300 Water Street W., Napanee, Ontario. It was originally constructed in 1953 as a primary treatment plant.

Upgrades to the original site have included the following:

- 1976 - additional primary clarifier, conventional activated sludge secondary treatment and additional anaerobic digester
- 1981 - a third anaerobic digestion tank, complete with new recirculation pump / heat exchanger room and gas compressor room, as well as additional chlorine contact tank capacity
- 1993 - new outfall to the Napanee River
- 2001 - new headworks building and pre-treatment process
- 2009 - effluent de-chlorination (sulfur-dioxide)
- 2019 – biogas piping and waste gas burner rehabilitation

The present day Napanee WPCP includes the following:

Parameter/Process Equipment	Qty	Dimension/Size
Escalator Screen	1	1038mm wide; fine step screen (6mm) with washer/compactor
Vortex Grit Separator	1	Dia = 3.2m
Grit Channel – back up	2	L = 12.2m each; W = 1.3m each
Primary Clarifiers (circular)	2	1. Clarifier 1 – Dia = 14m (154m <sup>2</sup> ); Vol = 360m <sup>3</sup> ; Depth = 2.34m 2. Clarifier 2- Dia = 15.2m (181m <sup>2</sup> ); Vol = 700m <sup>3</sup> ; Depth = 3.86m
Aeration Basins	2	Vol = 680m <sup>3</sup> (each); Depth = 4.35m
Secondary Clarifiers	2	SA (each) = 275m <sup>2</sup> ; Vol (each) = 1010m <sup>3</sup> ; Depth = 3.67m
Chlorine Contact Tank	2	1. CCT 1 – Vol = 175m <sup>3</sup> 2. CCT 2 – Vol = 65m <sup>3</sup>
De-chlorination	1	~ 50m <sup>3</sup> (volume from point of addition to outfall)
Outfall Pipe	1	DR 32.5 HDPE; OD 710mm (28"); ID 666mm (26.2")
Ferric Solution Storage	1	Vol = 6,500 US gal
WAS Gravity Thickener	1	SA = 37m <sup>2</sup> ; Vol = 136m <sup>3</sup> ; D = 3.68m
Flow Measurement	3	1. Flume – influent to aeration tanks – size = 12" (305mm) 2. Flat plate weir – secondary bypass – ultrasonic level; length = 186.5" (4.74m) 3. V-Notch – effluent from CCT1 – ultrasonic level; vertical distance from bottom to top of 90° V notch is 762mm
Primary Digester No. 3	1	Dia = 13.8m; SWD = 6.7m; Vol = 1000m <sup>3</sup> ; mechanical mixing
Primary Digester No. 2	1	Dia = 13.8m; SWD = 6.7m; Vol = 1000m <sup>3</sup> ; mechanical mixing
Secondary Digester No. 1	1	Vol = 545m <sup>3</sup>
Sludge Storage Lagoons (off site)	2	Vol (total) = 5,400 m <sup>3</sup>

Hauled waste is received at septage receiving stations located at the north end of West Street (receiving landfill leachate) and on the WPCP property (receiving septic and holding tank waste).

The present Certificate of Approval (CofA) limits for the Napanee WPCP are as follows:

Rated Capacity (m <sup>3</sup> /d)		Effluent Limits		Effluent Objectives	
Average Daily Flow	9,087	BOD <sub>5</sub>	25 mg/L or 227.18 kg/d	Total Chlorine Residual (pre-final disinfection)	0.5 mg/L
Peak Flow Rate	21,370	TSS	25 mg/L or 227.18 kg/d	Total Chlorine Residual (de-chlor. final eff.)	0.02 mg/L
		TP	0.3 mg/L (Bay of Quinte RAP)	Fecal Coliform	<200 CFU/100mL

### 1.3.2. Hydraulic and Design Limitations and Deficiencies

The Napanee WPCP routinely achieves effluent quality compliance however, hydraulic capacity is often exceeded as the result of inflow and infiltration (I&I) into the collection system during periods of wet weather flows. Bypassing of the secondary process occurs, on average over the past 6 years, approximately 10 times per year. Peak flows have exceeded 30,000 m<sup>3</sup>/d. Progressively, and with limited success, the Town has implemented several actions to reduce I&I including identifying and re-routing sump pumps and rain leaders, addressing leaking maintenance hole structures, and replacing aging collection system pipes. Those actions have resulted in decreased average day and peak flow conditions however the facility continues to experience frequent bypassing of the secondary treatment process.

Although maintained throughout the years, buildings, process tanks, mechanical, and electrical equipment are nearing the end of expected service life and require replacement. The facility fails to meet current design guidelines due to lack of redundancy, limited operability due to deficient flow measurement, and various other safety related concerns. Those deficiencies are confirmed in a recent condition survey and summarized in a Preliminary Design Report.

### 1.3.3. Municipal Class, Schedule C Environmental Assessment

A Municipal Class, Schedule C Environmental Assessment (EA) was completed in 2011. As several years have passed since the completion of the Environmental Study Report, the EA was revisited and updated in 2019, following the announcement of Federal funding assistance.

In summary, the findings of the EA are as follows:

#### **Problem Statement Issues**

- Design hydraulic capacity frequently exceeded
- Significant I&I
- Regular bypassing of secondary process occurs
- Site access is limited and close to residential properties
- Plant discharges to sensitive receiver
- Leachate, septage, sludge treatment, storage and disposal require consideration

### **Alternative Solutions**

1. Do nothing
2. Upgrade existing WPCP
3. Expand WPCP at existing site
4. Expand on adjacent property
5. A) New outfall to Lake Ontario  
B) New plant on Napanee River  
C) New plant at Lake Ontario

### **Recommended Preferred Solution**

- Retrofit the existing facility with a new headworks and primary treatment works on the adjacent property (Options 3 and 4).
- Expand and modify existing activated sludge tanks and secondary clarifiers to accommodate an integrated fixed film process including new process equipment, blowers, and RAS/WAS pumps
- Install new WAS thickener
- Install new tertiary treatment process
- Install new UV disinfection process

Limits for the expanded and upgraded facility, based on an Assimilative Capacity Assessment and pre-consultation with district MECP staff, are as follows:

<b>Parameter</b>	<b>Design Objective</b>	<b>Compliance Limit</b>
CBOD <sub>5</sub>	10 mg/L	15 mg/L
TSS	10 mg/L	15 mg/L
TP	0.1 mg/L	0.2 mg/L
TAN	2 – 5 mg/L	4 – 10 mg/L
Total Chlorine Residual	Non-detect	Non-detect
<i>E. Coli.</i>	100 CFU/100mL	200 CFU/100mL
Toxicity	Pass (non-lethal)	Pass (non-lethal)

#### **1.3.4. Comprehensive Process Evaluation**

A Comprehensive Process Evaluation was completed in June 2019. Both the liquid and solids treatment trains were rated capable at the current average day flow of 7,640 m<sup>3</sup>/d. The report notes performance limiting factors including:

- Peak flows – wet weather / melt conditions result in secondary bypassing and risk washout of biomass from the secondary process
- Process control - inaccurate measurement of RAS or WAS flow due to the design of the measurement chamber and weir
- Process flexibility – no option for operating in step-feed mode during high flow events

Although rated as capable, remedial measures or modifications to the existing process are limited by the results of the Physical Condition Survey.

### **1.3.5. Preliminary Design**

A Preliminary Design Report, based on the Environmental Study Report and addendum, was completed in June 2020. The report recommends moving forward with the detailed design for primary, secondary, and tertiary upgrades to include a new headworks, new primary clarifiers, integrated fixed film activated sludge with pre-anoxic zone, cloth disc tertiary filters, and UV disinfection, as noted in the ESR.

The proposed design locates a new headworks, new primary clarifiers, and pumping facility on the adjacent lot to the west of the existing facility. All other process improvements or replacements are proposed for the existing site. Two optional site plans are included showing the new operations building at the north end of the site or alternatively, at the south end. An additional maintenance / office building, to be used for distribution and collection systems staff, is planned for a lot located further west of the selected location for the headworks and primary process.

The Preliminary Design Report, for the purposes of proceeding with detailed design, shall be considered by Proponents as subject to review and revision based on the individual Proponent's vision and preferred approach to meeting the project objectives. Revisions for consideration can range from minor changes, up to and including full replacement of the facility on the adjacent property.

### **1.3.6. Reference Documents**

The following reference materials are available to proponents upon request:

- Preliminary Design Report (2020)
- Physical Condition Survey (2020)
- Biosolids Report (2020)
- Comprehensive Process Evaluation Report (2019)
- Environmental Study Report Addendum (2019)
- Environmental Study Report (2011)
- Existing facilities drawings (as constructed)
- Annual Performance Reports / operating data

## **1.4. SCOPE OF CONSTRUCTION**

The following lists the proposed scope of the construction upgrades:

- new preliminary treatment processes (headworks) c/w associated building modifications/expansion, flow measurement, and septage receiving station
- new primary clarifiers (2), sludge/scum removal, and effluent pumping facility (if req'd) to feed secondary process

- refurbish and modify (or replace) existing secondary biological treatment process utilizing integrated fixed film process, c/w new aeration blowers
- refurbish and modify (or replace) existing secondary clarifiers c/w new scum and sludge collectors, and RAS/WAS pumping
- new mechanical sludge thickening process
- upgrade anaerobic digester roofing
- upgrade dual-fired boiler and piping system
- new tertiary filtration process
- new UV disinfection process
- new electrical service c/w ATS and emergency standby power supply
- new MCCs, wiring, and controls
- controls integration and SCADA system
- remove obsolete equipment, buildings, and tanks
- new operations building / buildings to include laboratory, change rooms / washrooms, office space, workshop, maintenance garage, HVAC and building plumbing, electrical and lighting systems.

Note that items / tasks may be added or taken away from the above list based on budget constraints. Similarly, inclusions may be revised based on best value.

## **1.5. PROJECT BUDGET AND COMPLETION**

The total budget for this project is to include all phases of construction, all construction costs, consulting fees, expenses, equipment, materials, contingency, taxes, and others retained by the Town of Greater Napanee for the purposes of upgrading and expanding the Water Pollution Control Plant. Funding assistance in the amount of \$14M for a portion (maximum 50% contribution) of the project has been approved by Infrastructure Canada with the remainder of the project budget paid by the Town. The Town will continue to seek additional funding sources to supplement the budget.

- Proponents should include in their Proposals comment pertaining to proposed strategies for prioritizing and staging construction based on potential budget limitations.
- To satisfy conditions defined in the Infrastructure Canada Funding Agreement, the work must be completed by not later than September 30, 2025. However, recognizing the risk of adverse impacts to the environment related to process bypassing, potential limitations on community growth, as well as the aged condition of the facilities and equipment, the Town wishes to have the Project completed as quickly as reasonably possible, and preferably by December 31, 2024. The Town is anticipating twelve to eighteen months

for design and tendering and approximately two to three years for construction. Detailed scheduling of tasks will be negotiated with the successful Proponent.

## **2. SCOPE OF CONSULTANT'S WORK**

The Consultant is expected to begin immediately upon notification of award and submission of appropriate documentation and work expeditiously to complete the project in as short a time as is reasonably possible with a target date for completion on or before December 31, 2024. The Consultant shall work cooperatively with Town staff to control the scope of the project and ensure that the project costs fall within the budget and within the allotted funding eligibility window.

This RFP does not purport to present every single task required of the Consultant for the duration of the project but simply outlines key deliverables. The Consultant submission must explain and present the proposed work plan and how the deliverables will be provided.

The Proponent shall outline the steps envisioned as being necessary to reach the objective of completing a detailed design and construction of the works described in Section 1.4.

### **2.1. CLIMATE LENS ASSESSMENT / COMMUNITY EMPLOYMENT BENEFITS**

In accordance with the Contribution Agreement between the Town and Infrastructure Canada, the Consultant shall prepare the following climate lens assessments to the satisfaction of the federal government:

- i. A greenhouse gas emissions assessment that includes a cost-per-tonne calculation; and
- ii. A climate change resilience assessment.

The Consultant will assist with the preparation of reports on community employment benefits related to the Project provided to at least three (3) federal target groups (apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, new Canadians, or small-medium-sized enterprises and social enterprises).

### **2.2. PRE-DESIGN AND PRELIMINARY DESIGN REVIEW**

A review of the Preliminary Design Report, geotechnical investigation, site survey, and other background studies and technical memoranda shall be conducted. The consultant shall produce a brief review report that identifies additional information or studies deemed essential by the Consultant for moving forward with detailed design. The Pre-Design Review Report shall also include any innovative and/or cost-effective alternative approaches. Alternatives for consideration can range from minor changes, up to and including full replacement of the facility on the adjacent property.

## 2.3. EQUIPMENT PRESELECTION

The Consultant shall prepare equipment specifications, issue supply tenders, correspond with suppliers, evaluate supplier submissions, and provide recommendations of preferred equipment to the Town. Preselected equipment shall include the following:

- Fine screens, screenings conveyor/washer/compactor equipment
- Vortex grit removal, pumping, and grit classifier
- Integrated fixed film activated sludge (IFAS) engineering and equipment
- Secondary process blowers
- Sludge thickeners
- Tertiary filtration equipment
- UV disinfection equipment
- Dual-fired boiler

## 2.4. SCADA

The Consultant is required to engage the Supervisory Control and Data Acquisition (SCADA) and system integration design services with their services. The Consultant shall undertake a selection process for the retention of the SCADA system integrator in cooperation with the Town. The Town will be consulted in the selection process and Town consent shall be required for the final selection. For the implementation phase, the system integrator services will be transferred to the General Contractor.

## 2.5. DETAILED DESIGN

The Consultant shall include at least the following in their detailed design:

- Value Engineering Report. The Value Engineering session will be arranged by the Consultant in consultation with the Town.
- Design Brief and the Environmental Compliance Approval Application
- Design Report and drawing updates (including construction cost estimates) at 30%, 70%, and 90% levels of completion. Construction cost estimates will be evaluated against the current budget to determine the need for construction staging.
- The Consultant shall be responsible for obtaining all environmental, health, transportation, and all other necessary government agency approvals and permits required to commence construction of the works.
- Produce final design drawings, specifications, and contract packages to tender the project after acceptance by the Town. Drawings and specifications will accurately depict the design, constructability, safety concerns, and environmental issues.
- The Consultant shall prepare presentation materials, arrange, and conduct a pre-construction Public Information Centre.

## 2.6. TENDERING

The Consultant shall prepare the tender packages for obtaining a contractor for construction. The tender packages shall include, but not be limited to:

- Title Pages, Index Plans, Site Plans
- Structural, Electrical, Mechanical, Civil, Architectural and Landscape Drawings, including all detailed drawings
- Controls and Instrumentation
- General Conditions and Supplementary General Conditions, Form of Tender, Technical Specifications

The complete tender package must be submitted to the Town for final approval at least ten (10) working days prior to the Tender Call.

The consultant shall assemble and provide contract documents, including design drawings, for distribution to qualified bidders before the next business day following the Tender Call. The Consultant shall be responsible for preparation and issuance of addenda to the tender document to prospective bidders.

The Consultant will provide all pre-tender consultation services such as pre-bid meetings and answering queries from prospective bidders. In addition, the consultant will provide interpretation of the technical provisions of the tender documents in consultation with the Town and all other services normally expected of the Consultant to the point of the receipt of tenders.

The Consultant will review tenders and the qualifications of the Contractors and Suppliers being considered, and make a recommendation report that includes all bids received, exceptions, corrections, irregularities, and recommendations to the Town no longer than **ten (10) business days following Tender close**. Summary tables will be prepared of all tenderer's prices based on a Schedule of Quantities along with the Consultant's estimate for same. The summary tables are to be submitted to the Town in both hard copy and digital spreadsheet formats. Construction Contract award shall require approval from the Town of Greater Napanee Council.

## 2.7. CONSTRUCTION AND CONTRACT ADMINISTRATION SERVICES

Services during construction will involve the provision of technical and administrative services in support of the detailed design and construction activities. The scope of work for the services during construction will include, but not be limited to the following tasks:

- Upon approval from the Town, prepare and have executed a minimum of five (5) sets of contract documents between the Town of Greater Napanee and the approved Tenderer. Distribute executed contract documents to:
  - Two (2) to the Town of Greater Napanee
  - One to the Consultant

- One to the Contractor
  - One to the Contractor's surety
- Provide one electronic copy of the tender, drawings, and contract documents.
  - Review and comment on the Contractor's "Workplace Health and Safety Program" and Quality Control Program to ensure compliance.
  - Produce or comment on Contemplated Change Orders and Site Instructions.
  - Prepare agendas and maintain minutes of site meetings. Coordinate and budget to attend one (1) pre-construction meeting and monthly construction meetings for a minimum of 24-month construction period. At the construction meetings, the consultant will provide updates on the progress of the construction of the works and will identify problems / conflicts. The Consultant will work collaboratively with the Contractor and Town to resolve identified issues and implement timely solutions.
  - Review and comment on shop drawings, Change Orders, and Progress Payment requests. Submit all approved requests to the Town for processing.
  - Definition and justification, including cost estimates for additions and deletions from the contract, for authorization by the Town.
  - Periodically review construction layout to ensure accuracy, and compliance with construction drawings.
  - Reference existing network of survey controls for both horizontal and vertical control and create additional controls, if required. These controls will be accessible during construction and will be referenced to UTM NAD83 and Geodetic coordinates. The consultant shall make best efforts to locate these controls on locations that can easily be referenced by the contractor but will not be disturbed by construction.
  - Provide personnel having qualifications acceptable to the Town, at the project site, to carry out the services as specified immediately below, without relieving the Contractor of his contractual and other legal obligations in respect thereof:
    - Provide full-time inspection at the time of overall construction. Full-time inspection shall include 4000 hours of site inspection over a 24-month construction period.
    - Inspect all materials and equipment prior to installation.
    - Inspector shall be present during excavation and/or exposing of all underground services, structures, or facilities.
    - Witness and certify the testing of services and equipment.
    - Complete a field inspection diary and provide details to Town on request.
    - Maintain, and provide monthly copy to the Town, an up-to-date deficiencies list, complete with dates and follow-up actions.
    - Provide bi-weekly construction progress reports complete with digital

photographs, in a format deemed acceptable to the Town.

- Inspect all excavations to determine soil adequacy prior to installation of base and sub-base courses for pavement.
- The Consultant in consultation with the Contractor shall attempt to stage the work to enable inspection of the construction activities with one inspector.
- Enforcement, in accordance with the terms and conditions of the Contract, of Contractor conformance with the provincial Health and Safety regulations.
- Responsible, sensitive, and prompt reaction to the reasonable requests and complaints of citizens regarding the conduct of the project, acting in the interest of the Town of Greater Napanee.
- Collect and confirm sub-surface as-constructed information prior to backfill approval. Ensure as-constructed documents accurately reflect hidden or buried components.
- Provide inspections as needed during construction to ensure conformance with design intent, drawings, specifications, and contract.
- Coordinate material testing, quality assurance (QA), receive, acknowledge, and report all QA test results. Report on all disinfection and pressure tests conducted. Address and resolve deficient test results.
- Attend regular construction progress meetings, prepare meeting notes, follow up on action items and make recommendations.
- Respond to Requests for Information in a timely manner.
- Identify construction deficiencies for correction.

## **2.8. COMMISSIONING**

The commissioning of the works will involve the provision of technical and administrative services in support of the project close-out. The Scope of Work for the Commissioning of the Works will include, but not be limited to the following tasks:

- Provide the services of a process specialist or specialists to oversee all confirmation and commissioning activities and startup of new equipment. The specialist(s) shall be onsite as required during this period.
- Oversee system initial operator training program.
- Prepare three (3) printed copies and one (1) digital copy in MS Word format of an Operations and Maintenance Manual that conforms with the requirements of the MECP issued Environmental Compliance Approval. Also provide two (2) printed copies and one digital copy in Adobe format of equipment brochures in indexed three ring binders.
- Record drawings, as specified under Section 3.4., Submissions, shall be prepared and

submitted within sixty (60) calendar days from the date of declaration of substantial performance. Provide three (3) hard copies of record drawings and one digital copy as specified under Section 3.4.

- Provide and ensure all final certifications have been completed.
- Prepare “Construction Record Report” consisting of a minimum of:
  - Contract award summary
  - Contract financial summary, final cost summary
  - Meeting notes and progress reports
  - QA/QC test results
  - Construction photographs
  - Warranty and maintenance period issues
- Provide a one-year warranty inspection and perform close-out activities following the expiration of the warranty period
- Assist Town staff with warranty and guarantee claims and provide trouble shooting services after commissioning on an as required basis. Any time required after the contract is declared complete will not be considered as a cost in this proposal.

### **3. GENERAL REQUIREMENTS OF THE WORK**

#### **3.1. REPORTING REQUIREMENTS**

The Consultant will manage their schedule, resources, and budget very closely throughout the duration of this assignment. To facilitate management monitoring, the Consultant will generate execution plans for the work assigned, track progress against these plans, prepare forecasts and take corrective action where problems are indicated. The Consultant shall develop a “Project Plan” complete with milestones and constraints. Further the consultant shall provide a biweekly status report and shall include the following information:

- Current period work progress,
- Overall project schedule progress,
- Current period delays and impact on schedule,
- Anticipated future delays and impact on schedule,
- Proposed “extras” and overall budget status

#### **3.2. COMMUNICATIONS – REGULATORY / PUBLIC**

The Consultant is responsible for liaison with the Ontario Ministry of Environment, Conservation and Parks (MECP), Quinte Conservation Authority, Environment Canada, and any other applicable regulating authority to the extent necessary to achieve project approval. Representation from the Town shall be invited to attend any direct meeting in this regard.

The Consultant, in conjunction with Town staff, shall also hold one pre-construction Public Information Centre.

### **3.3. DESIGN CONSIDERATIONS**

The consultant shall consider the following in the pre-design review, detailed design, and tender specifications of the project:

#### **3.3.1. CONSTRUCTABILITY**

- Consider the impacts of construction on the residents surrounding the proposed works and reduce these impacts as much as possible. Traffic impacts, visual, noise, dust and general nuisance impacts shall be considered.
- Consider the methods of construction necessary to construct the works as designed, and the relative costs of possible alternative methods.
- Design the works to accommodate future expansion.

#### **3.3.2. STRUCTURAL, MECHANICAL, ELECTRICAL, AND GEOTECHNICAL**

- Comply with current building, mechanical, electrical, structural, geotechnical and all other applicable code requirements and standards including the Ontario Building Code standards for Post-Disaster Buildings.
- Consider the existing electrical, structural, and mechanical equipment that must be integrated or upgraded to accommodate the proposed works.

#### **3.3.3. SAFETY AND SECURITY**

- Ensure new and upgraded works meet all applicable occupational health and safety regulations.
- Consult appropriate design guidelines and recommendations for site safety and security issues.

#### **3.3.4. OPERATION AND MAINTENANCE**

- Strive to achieve a high level of energy efficiency throughout the selection of components and consideration of facility function.
- Ensure that all systems designed can be easily operated, monitored, accessed, and maintained.
- Consultation with Town technical staff throughout the design process will be necessary.

#### **3.3.5. SUSTAINABILITY AND EFFICIENCY**

- Assess capital, operating, and life cycle costs to determine best value. Equipment selection should consider proven technologies, complexity and cost of routine maintenance, wearable parts and fluids disposal, ready access to spare parts and product

support, and durability of components.

- Selected treatment and building systems equipment should reflect energy efficient standards. Incentive programs shall be investigated and utilized where feasible.

### **3.3.6. OTHER CONSIDERATIONS**

Proponents shall also consider the following when proposing to undertake the work:

- The operation of the existing plant and startup of new treatment equipment are under the direction of the Overall-Responsible-Operator.
- The existing plant must remain in operation and continue to meet the requirements of Ontario Water Resources Act, the Ontario Environmental Protection Act, and site-specific Environmental Compliance Approvals throughout the duration of the upgrades.
- The consultant shall not declare “substantial performance” until agreed to by the client.

## **3.4. SUBMISSIONS**

The following provides general instructions for consultant project submissions:

### **3.4.1. SUBMISSIONS - GENERAL**

- Submit all reports, drawings, specifications and generally all submissions to the Town of Greater Napanee in both hard and electronic copy formats for review. Submit three (3) hard copies, unless stipulated otherwise, to the Town of Greater Napanee and one hard copy for each external agency requiring submissions for approval.
- All documents are to be prepared in MS Word, spreadsheets in MS Excel and schedules in MS Project.

### **3.4.2. DRAWINGS**

- All drawings shall use SI units throughout.
- All drawings shall use geodetic datum and UTM NAD 83 coordinates.
- Drawings shall be prepared in DWG and in PDF formats.
- All drawings shall be signed and sealed by a Professional Engineer licenced in Ontario.
- Three (3) hard copies, in addition to digital copies (DWG and PDF), of all Record Drawings shall be provided to the Town.

## **4. PROPOSAL SUBMISSION INSTRUCTIONS**

### **4.1. TECHNICAL SUBMISSION REQUIREMENTS**

The Technical Submission (Envelope #1) of the Consultant’s Proposal shall contain the following

information. For practical and comparative assessment of the submissions, all requested information shall be organized and tabbed in the order outlined below.

The number of pages submitted to address sections 4 through 9 shall be limited to 30 single-sided pages. Full CVs of key team members and additional corporate information may be included as appendices.

1. **Title Page and one-page Letter of Introduction:** To include name, address and telephone number of the submitting office of the Consultant and where applicable, the name, address, and telephone number of any branch office, affiliate, sub-consultant(s), or sub-contractor(s) that will be involved in the project.
2. **Acknowledgement of Addenda**
3. **Table of Contents**
4. **Project Team:** Project Manager - Identify the proposed Project Manager who will be the single point of contact, responsible for direct interaction with the Town. The Proposal shall state his/her position and professional discipline and shall describe the work to be performed by the Project Manager, his or her qualifications and substantive experience directly related to the proposed contract.

Project Team - The Proposal shall list key individuals (including the construction site inspector) who will have major responsibilities for the performance of the Work and their normal place of work. Describe the work to be performed by each listed individual and their qualifications in terms of education and substantive experience directly related to the proposed project. Identified Key Project Team members shall only be replaced with written approval of the Town.

The Proposal shall include the name of any sub-contractors and sub-consultants proposed to be used in the performance of the work with a description of the work they would be performing. Sub-contractors and sub-consultants listed in the selected Proposal must be approved by the Town prior to award of the work and may not be changed without the written consent of the Town.

5. **Corporate Qualifications:** Proponents must be licensed to practice Professional Engineering in the Province of Ontario and must clearly demonstrate their ability to provide engineering services throughout each discipline of engineering that may be required as part of this undertaking. The Town is interested in firms that have demonstrated experience providing cost effective, quality engineering design and contract administration for municipalities and projects of a similar size. Proponents shall provide a list of projects of similar size and complexity completed by the firm, preferably within the last 10 years. The list shall include the project name, brief description, Project Manager, budget, and duration.
6. **References:** Proponents must provide a minimum of four (4) references (name, title,

municipality/business, address, telephone, email address) preferably for similar municipal projects completed by the firm. References will be selected from the list and contacted by Town representatives for the purpose of collecting information to apply to the Proponent's Proposal evaluation score. The reference list can include contacts from selected projects listed under item 5 above. References associated with the Town will not be accepted.

7. **Project Understanding and Approach:** Proponents shall provide a discussion of the scope of work and the firm's approach and experience in undertaking this work. The various components of the project should be identified with insights demonstrating a comprehensive understanding of the project rationale, selected technologies, and overall objectives.
8. **Methodology and Work Plan:** Proponents shall define in detail the methodology as to what, when, and how the work will be done based on the deliverables outlined in Section 2. Focus on who will do the work including the amount and type of work performed and in what sequence. Suggest alternatives, if appropriate.
9. **Innovation:** The Proponent is also encouraged to include innovative, alternative or unique solutions that may, along with other things, indicate cost incentives, energy efficiency, improved environmental impacts, better public relations, project acceptance, reduced risk, improved operation, management or administrative efficiencies, etc. Any alternative solutions submitted should include all the requirements of the original RFP.
10. **Schedule:** The Proposal shall include a detailed time/activity matrix spreadsheet outlining the proposed schedule for the performance of services defined in Section 2, taking into consideration critical path elements and the individual tasks involved (start-up, task durations, meetings, milestone dates, etc.). Include a breakdown of activities and time assigned to the individual team members. (**Do not show billing rates or costs.**)

#### 4.2. FEES AND DISBURSEMENTS SUBMISSION REQUIREMENTS

The Proposal shall include, in a separate sealed envelope (Envelope #2), for each of the activities below an estimate of time by named principles or sub-consultants, rates of each, disbursements, and total estimated cost. Taxes are to likewise be shown separately. The format shall be as considered appropriate by the Proponent.

- Preliminary Design Review / Equipment Pre-selection - It is anticipated that a minimum of two (2) meetings will be held at the site (or alternatively virtual meetings) that includes the Project Manager and principle designers. This is to include pre-consultation with MECP.
- Detailed Design – Include four (4) meetings at the site (or virtual, if practical) with the Project Manager and principle designers.
- Tendering to include contractor prequalification, completion of tender documents

(include one site meeting with the Project Manager), issuing of tender documents (including advertising), review of tenders, and contractor recommendation.

- Contract Administration - Include hours of on-site supervision and number of site meetings chaired by Project Manager or approved alternate.
- Commissioning and start-up assistance
- Preparation of Operations and Maintenance Manuals and Supplier Equipment Binders – note equipment brochure manuals may be included in the general contract.
- Other Items listed in the RFP such as but not limited to Record Drawings, Construction Report Record, and Close-out inspections.
- A summary of Total Estimated Costs broken into manpower, disbursements, and taxes.
- The following caveats are made with respect to costs.
  - The Town of Greater Napanee will rely on the estimated costs submitted and expects that the Consultant will not exceed those costs.
  - Prior to award of the construction contract, the Town of Greater Napanee reserves the right to reduce the scope of work for the purpose of reducing total project cost.
  - The Town of Greater Napanee shall be notified in advance of any anticipated costs associated with extra work that have not been identified in the Proposal.
  - If the costs in any of the activities shown above exceed the estimate they are to be submitted to the Town for consideration and approval. Any such costs submitted shall be approved in writing by the Town prior to the actual work taking place.

### **4.3. DIRECT PAYMENTS BY THE TOWN OF GREATER NAPANEE**

The Town of Greater Napanee will make direct payment for the following:

- Application fee for Environmental Compliance Approval amendment
- Building Permit fee
- Other application fees as required
- Geotechnical evaluations (if req'd), subject to prior approval of costs
- Materials testing
- Other supplemental studies, as required

### **4.4. INSURANCE AND INDEMNIFICATION**

Proponents shall include with their submission, evidence of insurability in the form of a letter or certificate from their insurance provider that indicates the ability to obtain insurance in compliance with all requirements as stated herein, if selected as the successful Proponent.

The successful Proponent shall at its own expense obtain and maintain until three (3) years following the completion of all services rendered by the architect/engineer/other professionals in connection with the project, and provide the Town with evidence of the following within ten

days of notification of intent to accept.

The successful Proponent shall not commence work until such time as the required evidence of insurance has been filed with and approved by the Town of Greater Napanee. The successful Proponent shall further ensure that evidence of the continuance of said insurance is filed at each policy renewal date for the duration of the contract.

#### **4.4.1. COMPREHENSIVE GENERAL LIABILITY**

Comprehensive general liability insurance for an amount not less than five million (\$5,000,000) dollars for any negligent acts or omissions by the Proponent relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile liability, broad form property damage, owners and contractors' protective, products and completed operations, employees as additional insured, occurrence property damage, contingent employers liability, cross liability and severability of interest clauses;

#### **4.4.2. PROFESSIONAL LIABILITY INSURANCE**

Professional Liability Insurance in an amount not less than two million (\$2,000,000) dollars. Such insurance shall provide coverage for all errors and omissions made by the professional in the rendering of, or failure to render, professional services in connection with the Contract.

#### **4.4.3. ADDITIONAL INSURED**

Such insurance shall add the Town of Greater Napanee as an additional insured but only with respect to the operations of the Proponent. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Town.

#### **4.4.4. AUTOMOBILE LIABILITY**

Automobile liability insurance with respect to owned or leased vehicles (in excess of 30 days) used directly or indirectly in the performance of the Work covering liability for bodily injury, death and damage to property with a limit of not less than \$2,000,000 inclusive for each and every loss.

#### **4.4.5. CANCELLATION, LAPSE, MATERIAL CHANGE**

The policies above will not be cancelled, permitted to lapse or materially changed unless the insurer notifies the Town in writing at least thirty (30) days prior to the effective date of cancellation, expiry or change. The Town reserves the right to request such higher limits of insurance or other types of policies appropriate to the work as the Town may reasonably require.

### **4.5. WORKPLACE SAFETY AND INSURANCE BOARD**

A Letter of Good Standing from the Workplace Safety and Insurance Board (WSIB) must be provided by the successful proponent prior to commencement of work. The successful proponent will also be required to produce a Certificate of Clearance from the WSIB from time to time during the contract and prior to

final payment. The successful proponent further agrees to maintain that good standing throughout the contract period.

#### 4.6. MANDATORY SITE MEETING

A mandatory site meeting has been scheduled for **July 16, 2020, at 10:00 a.m.** All interested Proponents are required to pre-register their intention to attend by email to the Submission Contact noted on the cover page of this RFP by noon on July 15, 2020. The meeting will take place at the Napanee Water Pollution Control Plant located at 300 Water Street W. in Napanee, ON. Only those firms represented and accounted for at the site meeting will be eligible for further participation in the RFP process.

#### 4.7. QUESTIONS AND ADDENDA

Proponents shall carefully examine the Request for Proposal Documents and shall fully inform themselves as to the intent, existing conditions and limitations which may affect their submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

**Proponents finding discrepancies or omissions in the RFP, or having doubts as to the meaning or intent of any provision, should notify Todd Harvey, Director of Utilities, by email to [tharvey@greaternapanee.com](mailto:tharvey@greaternapanee.com) not later than 12:00 PM on July 29<sup>th</sup>, 2020.** If questions are of a general nature a consolidated list of questions and answers will be forwarded to all Proponents by **July 31<sup>st</sup>, 2020.** If there are any changes, additions, or deletions to the RFP, Proponents will be advised by means of Addendum issued by the Town of Greater Napanee by no later than **5:00 p.m., August 5<sup>th</sup>, 2020.** All Addenda are to become part of the Request for Proposal Documents and receipt of Addenda must be acknowledged by the Proponent in the submission.

#### 4.8. NUMBER OF COPIES

Proponents are requested to submit to the Town **six (6) bound Copies** of their Technical Proposals and **two (2) bound copies** of their Fee Submission (see 4.2), clearly marked in separate envelopes.

#### 4.9. PROPOSAL PRESENTATION

Proponents must be prepared to attend an in-person interview or provide an in-person presentation of their Proposal if the Town deems it necessary as part of the overall evaluation process.

#### 4.10. SUBMISSION OF PROPOSALS

Consultant submissions shall include two (2) envelopes; the first providing the Technical Submission and related details except pricing, and the second envelope containing the Fees and Disbursements Submission providing financial details.

Proposal envelopes should be clearly marked with the name and address of the Proponent, the RFP project title and number, submission component (Technical or Fees), and be addressed to:

Todd Harvey  
Director of Utilities  
Town of Greater Napanee  
124 John Street  
P.O. Box 97  
Napanee, ON  
K7R 3L4

Before being officially received, the Proposal envelopes will be marked by the Town, with the time and the date that the envelope was received in the office. Proposals must be received on or before **12:00 pm local time, August 7<sup>th</sup>, 2020.**

It is the sole responsibility of the Proponent to ensure delivery of their Proposal to the address set out above by the Closing Time. Proposals received after the Closing Time will not be accepted or considered and will be returned to the Proponent at the Proponent's expense. The Proposal should be signed by a duly authorized official, legal status and business address should be disclosed and in the case of a Corporation, should be sealed with the Corporate Seal. Proposals will be opened in private by Town Staff.

#### **4.11. REQUEST TO WITHDRAW A PROPOSAL**

A Proponent that has submitted a proposal may request in writing, signed by an authorized representative on company letterhead, that the proposal be withdrawn before closing time.

#### **4.12. SELECTION PROCESS**

The Town of Greater Napanee shall appoint an Evaluation Team to evaluate the proposals and to prepare a Recommendation to Council for award of the Work. The Work shall not be awarded unless approved by the Town of Greater Napanee Council.

Evaluation of the Proposal submission shall be conducted as outlined in Appendix "A" to this RFP.

#### **4.13. ACCEPTANCE OF PROPOSAL**

The acceptance of the Proposal by the Town of Greater Napanee will be made by notice in writing from the Town and will be addressed to the successful Proponent at the address given in the submitted Proposal.

Following acceptance of the proposal and approval to proceed by the Town, the Proponent is expected to enter into a Contract with the Town of Greater Napanee to perform the work or services set out and agreed upon in the Proposal. The contract shall be in a form generally as provided in the current version of the *Consulting Engineers of Ontario (CEO) in Partnership with*

*the Municipal Engineers Association (MEA) Client/Engineer Agreement for Professional Consulting Services.* The terms of the contract will be negotiated and if no agreement is made between the Town and Proponent with respect to the Contract, the Town will select another consultant to perform the Work.

#### **4.14. DISCLOSURE OF RESULTS**

All Proponents will be informed of the number of submissions and final consultant selection. Evaluation feedback will be limited to the inquiring Proponent's scores, without specific reference to competing Proposals.

## **5. GENERAL TERMS OF PROPOSAL PROCESS**

The Proponent must agree to abide by all the clauses and conditions in this RFP document.

### **5.1. INTENTION OF THE TOWN OF GREATER NAPANEE**

Appendix "A" contains the information regarding how Proposals will be evaluated. The reviewers may consider other criteria that the Evaluation Team identifies as relevant during the evaluation process prior to finalizing Technical component results. Any alternative criteria considered will be disclosed to Proponents and applied evenly and fairly to all Proposals.

It is to be understood that the Town of Greater Napanee recognizes that "Best Value" is the essential part of purchasing a service and therefore may prefer a proposal with a higher price, if it offers greater value and better serves their interests.

The Town of Greater Napanee, at their sole discretion, reserve the right to:

- reject any Proposal they consider to be not in their best interests,
- waive any minor irregularity or insufficiency in the Proposal submitted,
- not be liable for misunderstandings or errors in the Request for Proposals,
- issue addenda to the Request for Proposals,
- contact references provided by the Proponents,
- retain independent persons for assistance in evaluating Proposals,
- request points of clarification to assist the Town in evaluating Proposals,
- negotiate changes to the successful Proposal,
- award separate contracts for separate work components, and
- withdraw/cancel the Request for Proposal and/or to re-issue a revised RFP.

### **5.2. PROPOSAL PREPARATION COSTS**

All expenses incurred by the Proponent in preparation and submission of this Proposal are to be borne by the Proponent, with the expressed understanding that no claims for reimbursements against the Town Greater Napanee will be accepted. Likewise, any costs

involved in or associated with any meetings, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract will not be accepted.

### **5.3. ORAL EXPLANATION OR INTERPRETATION**

No oral explanation of interpretation shall modify any of the documents or provisions of the Town's Request for Proposal Document unless confirmed by written Addendum.

### **5.4. PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION**

All submissions become the property of the Town of Greater Napanee and will not be returned to the Proponent. The Town of Greater Napanee will consider all proposals submitted as confidential but reserve the right to make copies of all proposals received for internal review and for review by their financial, accounting, legal, and technical consultants.

Proponents should be aware that any information collected by or on behalf of the Town under this Request for Proposals is subject to the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56*. The information provided to the Town may be used to confirm certain information provided in the submissions for this project. The person submitting this Proposal shall consent to such collection and use of the information. The person submitting this Proposal acknowledges the technical submission of the Proposal is a public document and that the information contained may become public and consents to the disclosure of that information. By responding to this RFP, respondents waive any challenge to the Town's decision in this regard. Any questions regarding the collection, use or disclosure of the information should be directed to the Clerk.

### **5.5. ACCESSIBILITY**

The Town is committed to the accessibility principles of preventing and removing barriers in accessing goods and services for people with disabilities and is bound by the Standards under the *Accessibility for Ontarians with Disabilities Act, S.O. 2005, c. 11*, and the *Integrated Accessibility Standards, Ontario Regulation 191/11*, as may be amended from time to time.

Regulations under the Act apply to every designated public sector organization and other third parties that provide goods and services to the members of the public.

The consultant/contractor, and all sub-contractors hired by the consultant/contractor in the completion of the Work, will meet or exceed compliance with all applicable regulations under the *Accessibility for Ontarians with Disabilities Act, 2005*, as may be amended from time to time. It is the contractor/consultant responsibility to ensure they are fully aware of and meet all requirements under the Act.

### **5.6. CONFLICT OF INTEREST**

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing

business relationships it may have with the Town, their elected or appointed officials or employees. The Town, their elected or appointed officials, or employees may rely on such disclosure.

### **5.7. NO COLLUSION**

Except as otherwise specified or as arising by reason of the provision of the Contract Documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with proposals submitted for this project and the Proponent has no knowledge of the contents of other proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

### **5.8. NO CONTRACT**

This RFP is not a tender and does not commit the Town of Greater Napanee in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFP, prior to the signing of a formal written Contract.

### **5.9. INDEMNIFICATION**

The successful engineering firm agrees that it will continuously save, hold harmless and fully indemnify the Town, its elected officials, employees and agents and its successors and assigns, from and against all actions, claims and demands whatsoever which may be brought against or made upon the Town and the engineering firm also agrees that it will continuously save, hold harmless and fully indemnify the Town, its elected officials, employees and agents and its successors and assigns, against all types of losses, liabilities, claims, costs or expenses which the Town may incur resulting from or arising out of the engineering firm's failure to exercise reasonable care, skill or diligence in their performance or rendering of any services or services to be performed or rendered by the engineering firm, pursuant to the contract.

The engineering firm shall indemnify the Town from all claims arising out of unpaid accounts relating to the contract. The Town shall have the right at any time to require satisfactory evidence that the services (or any part of it) in respect of which any payment has been made or is to be made by the Town is free of and clear of construction or other liens, attachments, claims, and demands, charges or other encumbrances.

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**APPENDIX "A"****PROPOSAL EVALUATION PROCEDURE**

1. Proposals shall be evaluated by an Evaluation Team, as selected by the Town. The Technical component of the submitted proposals shall be distributed to the Evaluation Team as soon as practical after the closing date.
2. Team members shall complete a Proposal Evaluation Form for each Technical submission. All sections except "Price" shall be completed. (see below for Reference scoring)
3. The Evaluation Team shall select a representative to contact Proposal References and ask a set list of questions. The Evaluation Team representative will record the responses for each Proponent and provide a copy of the recorded responses to all Evaluation Team members. Evaluation Team members will assign Reference scores to each Proponent based on the recorded Reference responses.
4. Proponents must be prepared to attend an in-person interview or provide an in-person presentation of their Proposal if the Town deems it necessary as part of the overall evaluation process. Interviewed Proponent Technical scores will be finalized after the presentation/interview.
5. Completed (except "Price") Evaluation forms shall be submitted to the Evaluation Team Lead. Individual Team member scores shall be averaged for each category resulting in a composite Team evaluation for each Proponent's Technical Submission.
6. Proponents must obtain a minimum of 80% or 65 of the available points from the Technical submission (composite scores) to have their Financial Submission opened for further evaluation. Proponents having composite scores lower than 65 will be disqualified and their Financial Submissions will be returned un-opened.
7. Financial Submissions will be opened and scored for the Proponents which met the minimum Technical score requirements. The qualifying firms Technical scores shall be added to the Financial scores. The Proponent with the highest total score will be recommended for award of the Work.

## EVALUATION GUIDELINES

Evaluation Team members will use the following to guide to determine Proponent scores.

### Proponent Evaluation

#### Qualifications and Experience of Project Team:

Are the project team members qualified, specialized, and experienced in the nature of the project work? Does the Project Manager have experience with similar projects? Does the Proposal indicate an appropriate level of involvement from senior staff?

#### Qualifications and Experience of Firm:

Does the firm have experience with similar projects? Has the firm completed similar projects in recent years? Does the Proposal include an assessment as to whether the proponent has ample resources to apply to the project?

#### References:

Is the firm's record of past performance sound? Do reference checks reveal weaknesses? Was abnormal level of monitoring required? Does the firm consistently complete assignments on time and within budget?

### Proposal Evaluation

#### Project Understanding and Approach:

Does the approach, level of understanding, and prediction of results comply with the project objectives? Is the Proponent's expressed understanding of the project communicated with reference to the firm's past experience and areas of specialization?

#### Methodology / Workplan / Innovation:

Is the methodology clear and in sufficient detail to cover all necessary aspects? Is the methodology and workplan consistent with the expressed understanding of the project? Is each task clearly outlined and in logical sequence? Is energy efficiency addressed as a priority? Does the Proposal reflect ideas for efficient and innovative use of technology and available space?

#### Scheduling:

Does the proposal indicate that the achievement of objectives will be met according to an acceptable schedule? Are problems or delays accounted for? Is timing realistic for the project?

#### Clarity of Proposal:

Is the proposal clear, concise, and logical?

### Price Evaluation

The prices submitted shall be in the format provided by the Proponent. The Evaluation Team may request clarification from the proponent regarding derivation of the quoted price. Prices from all proponents shall be equalized to a common scope of work prior to scoring.

Pricing shall be scored as follows:

**Points for Price = 25 X lowest price/Proponent price**

## PROPOSAL EVALUATION FORM

Proponent's Name: \_\_\_\_\_

Project Title:     **Expansion and Upgrade of the Napanee WPCP**

Evaluation Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

### Criteria

		YES	NO
<b>Mandatories</b>	Proposal received prior to closing		
	Project Manager identified		
	Project Team identified – résumés included		
	Reference List		
	Acknowledgement of Addenda		
	WSIB number		
	Insurance		
		Maximum	Points
<b>Proponent</b>	Project Team Qualifications and Experience	15	
	Company Qualifications and Experience	10	
	References	10	
<b>Proposal</b>	Project Understanding and Approach	10	
	Methodology / Workplan / Innovation	15	
	Scheduling	10	
	Clarity of Proposal	5	
<b>Total Technical Score</b>	(applies to composite scores) – minimum of 60 points required	>65	
<b>Price</b>	Points for Price = 25 x lowest cost / cost submitted	25	
<b>Total Score</b>	<b>Proponent + Proposal + Price Scores</b>	<b>100</b>	