

REQUEST FOR PROPOSAL

PROPOSAL: **East Coulee Wastewater Treatment Plant Process Review and Approval Renewal Application**

DATE: **December 10, 2021**

INITIATOR: **Bill Adams, Utilities Manager**

DATE PROPOSAL REQUIRED:

YEAR: **2022** MONTH: **January** DAY: **11** TIME: **2:00 PM Local Time**

Submit Proposal in a clearly marked and sealed envelope to the attention of:

Procurement Department:
Town of Drumheller
224 Centre Street
Drumheller, Alberta T0J0Y4

“RFP - East Coulee WWTP Process Review and Approval Renewal Application”

This Request for Proposal document is comprised of:

- RFP General Instructions
- Schedule A – Evaluation Criteria

If you do not have all of these components the RFP package is incomplete - please contact the Initiator.

The Town of Drumheller will NOT accept electronic submissions.

Your firm is invited to submit a Proposal, pursuant to the general conditions for the scope of work as described. This Proposal shall not be considered authorization to proceed with work herein described. All Procurement processes must comply with Town of Drumheller Purchasing Policy C-09-20.

SECTION #1 - SCOPE OF WORK:

The Town of Drumheller invites Proposals for qualified engineering firms to perform the **East Coulee Wastewater Treatment Plant Process Review and Approval Renewal Application**.

With a population of approximately 8,000 residents, the Town of Drumheller is situated in the badlands of south eastern Alberta. Part of the Town of Drumheller municipality, the community of East Coulee is located approximately 20 km east of the downtown core. East Coulee is surrounded by the hilly terrain of the badlands to the north, east and west, and by the Red Deer river on the south. East Coulee is comprised of approximately 150 permanent residences and about 160 dwellings; the additional homes are assumed to be for the seasonal residents. Commercial business include a small museum and a vacuum truck operation.

The existing East Coulee wastewater treatment plant (WWTP) is located adjacent to the Red Deer River on River Drive in the south east side of the community. The current WWTP is a moving bed biofilm reactor (MBBR), which was installed in late 2012 and started operating in February of 2013. This was a retrofit from a previous rotating biological contactor (RBC) plant that had been in place since the early 1980's. In 2019-2020 the lift station adjacent to the WWTP was replaced and a second sludge tank was installed. Since then the East Coulee WWTP has not been operating correctly. Total phosphorous have been greater than 0.5mg/L

The two major components of this Request for Proposal are:

1. Optimization of the existing WWTP to meet Alberta Environment and Parks Approval 633-02-00.
2. Work with Alberta Environment and Parks on renewing Approval 633-02-00 and ensuring the plant optimization will fulfill the future approval conditions.

Note: All Proposals must include evidence of other similar work performed.

Milestone Dates

The important milestones for this Request for Proposal (RFP) are presented below:

Milestone	Date
Closing Date for Submission of RFP's	January 11, 2022
Award of Contract	January 17, 2022
Project Initialization Meeting	January 31, 2022
Draft Report	July 4, 2022
Final Report	August 1, 2022
Consulting Contract Completion Date	September 6, 2022

The supplier is required to complete all necessary sections of this Request for Proposal.

Alternative methodologies or equipment will only be evaluated if submitted by the successful Proposer, no other work alternatives will be reviewed.

SECTION #2 - PROPOSAL AMOUNT:

All Proposals must be in Canadian Funds, excluding GST.

Total Cost \$ _____

Proposal submission price in effect for days from date of acceptance from the Town of Drumheller.

SECTION #3 - SUBMISSION REQUIREMENTS:

The Town of Drumheller requires that all submissions shall include the following:

1. All pages of this Request for Proposal;
2. All issued Addenda;
3. Workers Compensation Board (WCB) Coverage Letter;
4. Proof of Commercial Liability Insurance;
5. Town of Drumheller Business License – to be obtained within three (3) business days upon award of project.

SECTION #4 - INELIGIBILITY:

The Town of Drumheller shall deem a submission to be ineligible under the following situations:

- a) Submissions that are unsigned, incomplete, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations or irregularities of any kind shall be considered ineligible.
- b) Submissions that do not include the items listed in Section #3 Submission Requirements, and;
- c) Submissions that are not received prior to the closing date and time, as determined by the time keeping of the Town of Drumheller computer system.

SECTION #5 - INSURANCE:

Insurance

The Town of Drumheller requires that all Proposals include proof of \$ 5,000,000.00 Commercial Liability Insurance.

SECTION #6 - EVALUATION CRITERIA:

The lowest, or any evaluated Proposal, may not necessarily be accepted. The Town of Drumheller reserves the right to reject any or all Proposals or to accept the Proposal evaluated to be in the best interest of the Town of Drumheller.

The Town's evaluator shall score each submission on the basis stated in Schedule A: Evaluation Criteria. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed in Schedule A: Evaluation Criteria.

By submitting a Proposal, you acknowledge and agree to waive any right to contest through legal proceedings. The decision to award points in respect to the criteria noted below will be at the sole discretion of the Town of Drumheller.

By submitting a Proposal, you acknowledge that you have reviewed the Ineligibility Criteria contained herein and you confirm that your Proposal meets all requirements of *the Town*.

SECTION #7 – REFERENCES:

Reference #1

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #2

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

Reference #3

Company Name: _____

Contact Name: _____

Contact Title: _____

Contact Phone Number: _____

Contact Email: _____

SECTION #8 - INTENT:

The undersigned contractor hereby provides a Proposal to supply the services as described herein in its entirety for the cost as described in Section 2.

COMPANY: _____

Print name of authorized personnel: _____

Signature: _____ Corporate Seal: _____

Email Address: _____

Telephone number: _____

TOWN OF DRUMHELLER:

Print name of authorized personnel: | _____ |

Signature: | _____ |

DATE: YEAR [2022] MONTH [_____] DAY [_____]

Upon completion of signatures above, this document will represent a contract agreement between the contractor and the Town of Drumheller.

SCHEDULE A – EVALUATION CRITERIA

Section A.1 – Evaluation Criteria Breakdown:

EVALUATION BASED ON:	100%
Cost	50%
References	10%
Safety	15%
Qualifications	15%
Specification	10%

Section A.2 – Evaluation Criteria Definitions:

Cost:

Full scoring for cost shall be given to the lowest Total Project Cost value submission. A score of zero (0) shall be given to the highest Total Project Cost value submission. All other submissions shall be awarded a pro-rated value between these two amounts.

References:

The scoring for references shall be based on number of references and quality of references. Scoring shall be assigned as follows:

- 0 references – 0% of score;
- 1 reference – 15% of the score;
- 2 references – 20% of the score, and;
- 3 or more references – 50% of the score.

The remaining 50% of the score shall be based on the quality of the reference as determined by the evaluator(s).

Safety:

Submissions including Certificate of Recognition (COR) or Small Employer Certificate of Recognition (SECOR) issued by Alberta Government shall receive the 50% of the score. Submissions that do not include either a COR or SECOR will be deemed ineligible as per Section #5 – Ineligibility. The evaluator shall award

the remaining 50% of the score for this category based on review of the supplied list of applicable Safe Work Procedures, and Table of Contents of the Corporate Safety Manual.

Qualifications:

The Town of Drumheller will evaluate submissions on the basis of proof to provide the work to expected industry standard levels of performance. The Town evaluator(s) shall review all submissions for qualification on the basis of:

1. Past work performance with the Town;
2. Proof of task and scope of work appropriate worker qualifications (tradespersons tickets, proof of certification from manufacturer, etc.), and;
3. Proof of work procedures and quality control and assurance programs.

Specifications:

The Town of Drumheller shall evaluate the submission to confirm that the Proposal represents a clear understanding of the performance and technical requirements.