



**TOWN OF LUNENBURG
RFP #TOL2021026**

**REQUEST FOR PROPOSALS
Water and Wastewater System Survey and GIS Development**

Proposals will be received no later than:
2:00 p.m. LOCAL TIME
December 16, 2021

Addressed to:
Katie MacMillan, BBA
Business Coordinator
Town of Lunenburg
119 Cumberland Street
Lunenburg, NS B0J 2C0

TABLE OF CONTENTS

1.0 GENERAL TERMS AND CONDITIONS.....	3
1.1 Purpose.....	3
1.2 Proposal Submissions.....	3
1.3 Irrevocable Offer.....	3
1.4 Proposal Costs.....	4
1.5 Municipal Contact for RFP.....	4
1.6 Opening.....	4
1.7 Selection Process.....	4
1.8 Modification and Withdrawal of Proposals.....	5
1.9 Acceptance and/or Rejection of Proposals and Reservation of Rights.....	5
1.10 Governing Law and Jurisdiction.....	6
1.11 Proposal Form.....	6
1.12 Freedom of Information and Protection of Privacy Act.....	6
1.13 Insurance Requirements.....	6
1.14 Conflict of Interest.....	7
1.15 Nova Scotia Worker’s Compensation.....	7
1.16 Human Rights Act.....	7
1.17 Ownership of Data and Information.....	7
2.0 SPECIFICATIONS AND REQUIREMENTS.....	7
2.1 Background.....	7
2.2 Objective.....	7
2.3 Scope of Work.....	8
2.4 Meetings.....	9
2.5 Schedule.....	9
2.6 Budget.....	9
2.7 Proposal Requirements.....	10
2.8 Existing Site Conditions.....	10
2.9 Proposal Evaluation.....	11
3.0 PROPOSAL FORM.....	12

REQUEST FOR PROPOSALS

WATER AND WASTEWATER SYSTEM SURVEY AND GIS DEVELOPMENT

1.0 GENERAL TERMS AND CONDITIONS

Section 1 of this proposal document sets out a summary of requirements and outlines the general terms and conditions. The Town of Lunenburg shall be referred to as the “Town” throughout this document.

PLEASE TAKE NOTICE that CBCL Engineering Limited (“CBCL”) has participated in the preparation of this RFP. CBCL will NOT be involved in any way with the evaluation of Proposals submitted in response to this RFP. HOWEVER, CBCL will be allowed to submit its own proposal in response to this RFP if it chooses to do so.

1.1 Purpose

The Town is seeking proposals with regard to outlining an Asset Management Program, describing Existing Level of Service and Identifying Critical Assets, and collecting Field data including assessed condition, physical information, photos, and surveyed location of the Town’s water, sanitary and storm assets exported in ESRI geodatabase format as further specified within this Request for Proposal (RFP).

This RFP sets out the instructions for submitting proposals and procedures and criteria by which the successful Proponent may be evaluated, subject to the Town’s overriding discretion to determine what is in its best overall interests.

1.2 Proposal Submissions

Any change notices, appendices and addenda issued for this RFP shall be considered part of this proposal document. The proposal is to be submitted, clearly marked with “**Water and Wastewater System Survey and GIS Development RFP**” and proposal document number **TOL2021026**, to Katie MacMillan, Business Coordinator at 119 Cumberland Street, Lunenburg, NS, B0J 2C0 before the closing time on the closing date (Closing Time). Proponents must submit two (2) hard copies of their proposal and/or one (1) PDF copy via email to purchasing@townoflunenburg.ca or on a USB drive. Erasure, overwriting or strikeouts must be initialed by the person signing on behalf of the Proponent. Proposals will not be accepted after the Closing Time. The Town shall have the right in its absolute and unfettered discretion to determine whether a proposal has been received prior to the Closing Time. Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. All proposals shall become the property of the Town of Lunenburg. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP. Failure to quote on all options set out may disqualify your proposal.

1.3 Irrevocable Offer

The Proponent hereby acknowledges that offers contained within your response to this RFP shall remain open for acceptance by the Town of Lunenburg for a period of not less than ninety (90) days from the Closing Time specified in Section 1.6. Proponents may not make modifications to their Proposals after the Closing Time.

REQUEST FOR PROPOSALS
WATER AND WASTEWATER SYSTEM SURVEY AND GIS DEVELOPMENT

1.4 Proposal Costs

The Proponent shall be solely and fully responsible for all costs associated with the development, preparation, transmittal, submission of proposal, and any work performed prior to official appointment by the Town of Lunenburg.

1.5 Municipal Contact for RFP

It shall be the Proponent's responsibility to clarify any points in question with the Town prior to submitting the proposal. Deadline for all inquiries is December 10, 2021. Inquiries regarding the specifications of the RFP and the RFP process should be directed to:

Name: Katie MacMillan
Title: Business Coordinator
Email Address: purchasing@townoflunenburg.ca

If a Proponent discovers any inconsistency, discrepancy, ambiguity, error, or omission in this Request for Proposal, they must notify the Town of Lunenburg immediately in writing.

Any revision to this Request for Proposal will be issued as an addendum to all known potential Proponents.

Please check the Town website townoflunenburg.ca/purchasing.html to determine if any addendums have been issued prior to the submission deadline.

1.6 Opening

Proposals will only be received by:

Name: Katie MacMillan
Title: Business Coordinator
Email Address: purchasing@townoflunenburg.ca

Two (2) hard copies and/or (1) PDF copy of your proposal must be received by email prior to **2:00 p.m.** local time, **December 16, 2021**. Proposals will be signed by an official authorized to bind the Proponents will provide the name(s), title(s), address, and telephone number of the individual(s) to be contacted during the evaluation process. Proposals received later than the specified Closing Time may be returned unopened to the Proponent.

There will not be a public opening for this RFP. As this is a proposal document for which several criteria will be evaluated, only the names of the Proponents who have submitted a proposal will be identified after the opening, upon request.

1.7 Selection Process

Selection – Subject to Section 1.9 of this RFP, the Town will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated. The successful Proponent(s) will be selected

REQUEST FOR PROPOSALS
WATER AND WASTEWATER SYSTEM SURVEY AND GIS DEVELOPMENT

based upon evaluation criteria developed by the Town which in its sole discretion will determine the manner in which each response to this RFP meets the evaluation criteria. The proposal may be awarded to one Proponent only or more as the Town determines.

Evaluation Criteria – Subject to Section 1.9 of this RFP, each response to this RFP will be evaluated by the Town to determine the degree to which it responds to the requirements as set out herein. Because this is an RFP other factors in addition to price will be considered when submissions are evaluated.

Please indicate any requirements not met in your proposal with a brief description and reasons therefor.

The Town will read, review, and evaluate each proposal. The evaluation criteria table in section 2.8.2 should be used as a reference only. The Town may in its sole and absolute discretion use or alter the below criteria or use some other evaluation criteria in its entirety.

1.8 Modification and Withdrawal of Proposals

Proposal prices must remain open and available for acceptance by the Town for 90 days after the Closing Time. Proponents may not make modifications to their proposals after this. Proponents will not have the right to change conditions, terms, or prices of the proposal once the proposal has been submitted in writing to the Town. All proposals shall become the Town's property. It is the responsibility of each Proponent to submit all required documents as outlined in this RFP.

1.9 Acceptance and/or Rejection of Proposals and Reservation of Rights

The Town is not under any obligation to award a contract and reserves the right to terminate this RFP at any time for any reason, and to withdraw from discussions with all or any of the Proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

The Town reserves the right to reject all or any proposals, and to not necessarily accept the lowest proposal. The Town may accept any proposal that may be considered in the best interests of the Town in its sole and absolute discretion. The Town also reserves the right in its sole and absolute discretion to waive any formality, informality, or technicality in any proposal. This includes the right to accept a proposal that is not strictly compliant with the instructions in the RFP document.

The Town reserves the right to negotiate, after the RFP Closing Time, with any Proponent to finalize service arrangements in the best interests of the Town.

The Town shall not be bound by trade or custom in dealing with and/or evaluating the responses to the RFP. The Town reserves the right to interpret any and all aspects of this RFP as may be most favorable to the Town.

**REQUEST FOR PROPOSALS
WATER AND WASTEWATER SYSTEM SURVEY AND GIS DEVELOPMENT**

Proponents will be deemed to have familiarized themselves with existing conditions and any other conditions which may affect performance of the contract. No plea of ignorance of such conditions as a result of failure to make all necessary examinations will be accepted as a basis for any claims for extra compensation.

Proponents waive any claim against the Town for compensation of any kind whatsoever as a result of its participation in or providing a response to this RFP process, including without limitation any claim for costs of proposal preparation or participation in negotiations, or for loss of anticipated profits, whether based in contract including fundamental breach, tort, equity, breach of any duty, including, but not limited to breach of the duty of fairness, breach of any obligation not to accept non-compliant proposals or any other cause of action whatsoever.

In submitting a proposal, the Proponent has accepted the reservation of rights as set out herein and agrees to be bound by same.

1.10 Governing Law and Jurisdiction

Any contract resulting from this RFP shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia. Any disputes shall be determined in the courts of Nova Scotia.

1.11 Proposal Form

The attached Proposal Form (3.0) must be completed and submitted with all proposals for consideration. Failure to complete and submit the proposal form could lead to the rejection of the proposal.

1.12 Freedom of Information and Protection of Privacy Act

The Town of Lunenburg is subject to the Municipal Government Act provisions relating to the freedom of information and protection of privacy provisions Freedom of Information and Protection of Privacy Act (FOIPOP) and associated Provincial legislation. Any proposal submitted to the Town may be required to be disclosed publicly if any request is to be made under FOIPOP. All proposals received in response to this RFP will be considered public.

1.13 Insurance Requirements

The successful Proponent shall at its own expense obtain and maintain until the completion of the contract and provide the Town with a Certificate of Insurance providing proof of:

- a. Professional Liability insurance covering the work and services described in this Agreement for an amount not less than \$2.0 Million per occurrence.

REQUEST FOR PROPOSALS
WATER AND WASTEWATER SYSTEM SURVEY AND GIS DEVELOPMENT

- b. Comprehensive General Liability insurance for an amount not less than \$2.0 Million per occurrence.
- c. Automobile Liability insurance for an amount not less than \$2.0 Million covering all vehicles used in any manner in connection with the performance of the work described in this RFP.

1.14 Conflict of Interest

The Proponent warrants that no conflict of interest exists with any Town staff, Council or Committee member regarding their RFP submission or with the Town's evaluation process. Should a conflict of interest exist or arise, the Town at its sole discretion may disqualify the proposal submission and/or contract as applicable.

1.15 Nova Scotia Worker's Compensation

The successful Proponent must be registered and remain in good standing with NS WCB throughout the term of a contract issued pursuant to this RFP.

1.16 Human Rights Act

The successful Proponent shall ensure full observance of the NS Human Rights Act in all dealings related to this project.

1.17 Ownership of Data and Information

All data, other information and all resulting reports and materials prepared by the successful Proponent shall be the exclusive property of the Town who reserves ownership rights to all ideas, plans, concepts, etc.

2.0 SPECIFICATIONS AND REQUIREMENTS

2.1 Background

As part of a larger asset renewal process, the Town is developing Asset Management documents and a database of water distribution and sanitary and stormwater collection asset location and condition data. Funding from FCM has been approved to assist with these efforts. The Town believes that there are approximately 550 structures that could be surveyed and assessed as part of this program.

2.2 Objective

The objective of this project is to provide the Town with the following deliverables, with further details in the Scope of Work, below:

1. Assist Town staff in developing an Asset Management Program

REQUEST FOR PROPOSALS
WATER AND WASTEWATER SYSTEM SURVEY AND GIS DEVELOPMENT

2. Assist Town staff in developing a description of the Existing Level of Service and Identify Critical Assets.
3. Field data including assessed condition, physical information, photos, and surveyed location of the Town's water, sanitary and storm assets (assumed 550 structures) exported in ESRI geodatabase format.

Following completion of this work, the Town intends to move forward to carry out modelling work on the storm and sanitary sewer systems. The Town may, at its own discretion, appoint the successful proponent to provide Engineering services for storm and sanitary modelling.

2.3 Scope of Work

The scope of work includes the three main tasks which are discussed in more detail below:

2.3.1 Outline of Asset Management Program

This task involves assisting Town staff to develop and document an outline of the Town's future Asset Management Program with key asset management steps and timelines. This includes facilitating discussion and assisting in the development of a document discussing the following items:

- Policy Statement – formally establishing the commitment of Town staff and resources to the Asset Management Program.
- Governance Framework – identifying Town resources and their roles related to the Asset Management Program.
- Component Breakdown – identifying the various components of an Asset Management program (e.g., data, condition, risk, priorities, financial)
- Action Plan – associating the list of Asset Management Program components and activities with a timeline, along with assigning the tasks to staff and/departments.

2.3.2 Description of Existing Level of Service and Identify Critical Assets

This task involves assisting Town staff to develop and document a narrative description of the Level of Service currently provided in the community. This description must include water, wastewater, and storm water assets. The criticalness of the assets described must be rated and shown by location. The deliverable for this activity will be a narrative description of the Level of Service and maps that show the critical infrastructure ratings per water, sewer, and stormwater asset category.

2.3.3 Data Collection of Existing Water and Wastewater Assets

This task involves a field program to survey the location of assets and document pertinent physical attributes and existing condition. Data will be stored in one master GIS database.

REQUEST FOR PROPOSALS
WATER AND WASTEWATER SYSTEM SURVEY AND GIS DEVELOPMENT

The Town has an existing ArcGIS database including some pipe linework based on digitizing mapping from 2008. This task includes upgrading the database to one which includes the relevant water, sanitary sewer, and storm sewer structures, and contains unique ID tags for each structure. This data is to be used for future water, sanitary sewer and storm sewer modelling work and must be suitable for this purpose.

The task includes field locating each structure in the list below:

- a) Water: Valves and Fire Hydrants. Curb stops need not be collected under this program.
- b) Sanitary/Storm: Manholes, Catch Basins, Storm Inlets, and Outfalls

For each of these structures, the following physical information must be collected, as a minimum:

- a) Type of asset
- b) Survey location (X,Y,Z) to ± 10 mm
- c) Material
- d) Diameter (as applicable)
- e) Inverts of Piping (where visible)
- f) Direction of Flow (as applicable)
- g) General Condition
- h) Photo

A list of specific information to be collected for each asset must be provided to the Town for review.

The deliverable for this task is to export the field data to the Town in an ESRI geodatabase format.

2.4 Meetings

The successful proponent must include a kick-off meeting, a meeting to facilitate the Outline of the Asset Management Program and Level of Service/Asset Criticality documents, and a meeting to review the data collected, for a total of three meetings. These may be remote meetings.

2.5 Schedule

All work is required to be completed by June 30, 2022, to conform to funding deadlines. This is a firm project deadline. Please provide a schedule outlining when deliverables will be submitted and field work conducted.

2.6 Budget

The Town has approved a budget not to exceed \$55,000 plus HST to complete this work. This is a firm project budget, based on funding awarded.

2.7 Proposal Requirements

The proponents shall submit a written proposal containing the following items. This shall be submitted in a document of no more than 10 pages, using font size 11 or 12, excluding time-task matrix and CVs.

2.7.1 Understanding of the Project

Provide an explanation of the proponent's understanding of the work done to date and the objectives of the project.

2.7.2 Approach, Methodology, and Project Plan

Provide the approach and methodology to various project components, including, but not limited to project management, communication with project stakeholders, quality assurance, quality control, adherence to schedule and cost control. This section of the proposal shall outline the project plan for each task, identifying the tasks to be done and the chronological order in which they will be done.

2.7.3 Relevant Experience / References

Provide a minimum of three relevant, recent project references, including name, title, organization, address, phone/cell, and email.

2.7.4 Proponent's Team

Provide a list of key personnel. Provide CVs, maximum of 2 pages per person, for all key personnel, including their education, experience, and involvement in past projects of similar scope. The relevant experience of key team members must be stated and relevant experience of members or firms with the project team should be highlighted. Indicate the use of any sub-contractors, if any.

2.7.5 Cost

Provide a total estimated cost including fees, expenses, and disbursements. Provide a schedule of fees for professional services, plus disbursements, including an estimate of the amount of time each member will devote to a particular task, and an estimated cost of each budget item.

2.8 Existing Site Conditions

Proponents should be aware that there may be confined space or limited access situations, resulting in inaccessible assets. Confined space access is not required to complete the assignment. These conditions will need to be discussed with the Town after the contract has been awarded and prior to site visits. Traffic control as required will be provided by the Town and will need to be coordinated with the Town.

REQUEST FOR PROPOSALS
WATER AND WASTEWATER SYSTEM SURVEY AND GIS DEVELOPMENT

Drawings of the existing assets are limited. The Town will transfer available drawings to the successful proponent after the contract has been awarded.

Documents which will be provided to the successful proponent after award are shown in the list below:

- ArcGIS database file.
- Drawings of assets as available.

2.9 Proposal Evaluation

The proposal will be evaluated by Town staff as follows:

2.9.1 Procedure

The proposal will be checked for compliance with the mandatory requirements outlined in the Request for Proposals. Proposals meeting the mandatory requirements will be evaluated by the Town.

2.9.2 Evaluation Criteria

The proposals will be evaluated according to the following criteria:

Criteria	Weight
Technical	
Understanding of project and project plan	45
Project team experience and corporate experience	45
Total Technical Score (min 67.5)	90
Financial	10
Total	100

Proposals with a total technical score less than 75% (67.5 points) will be disqualified.

The Financial score will be calculated using the following formula:

$$\text{Proponent Financial Score} = 10 * \frac{\text{Lowest Proposal Cost}}{\text{Proponent Cost}}$$

3.0 PROPOSAL FORM

NAME OF PROPONENT: _____

Do not include HST in the Amount of Proposal. All of the below pricing is to be in Canadian Dollars.

Amount of Proposal..... \$ _____

HST..... \$ _____

Total..... \$ _____

Please attach the following additional information:

- Description of relevant safety training and work experience including certification.
- Proof of current Construction Safety Nova Scotia Association Certificate of Recognition (COR) Certification, or equivalent.

Mailing Address _____

Phone Number _____

Email Address _____

Signature _____

Print Name & Title _____

Date _____

Witness _____

Date _____

Details of Proposal – please attach your submission details as required in this RFP.