



**DRUMHELLER**  
**INFRASTRUCTURE SERVICES**



## **REQUEST FOR PROPOSAL**

**PROPOSAL:** Wastewater Treatment Plant Management Plans

**DATE TENDER REQUIRED:**

July 22, 2020 at 2:00 PM Local Time

**SUBMIT REQUEST FOR PROPOSAL AS FOLLOWS:**

**Please send to:**

Town of Drumheller

224 Centre Street

Drumheller, Alberta T0J 0Y4

Attention: Purchasing Department

“RFP – Wastewater Treatment Plant Management Plans”

Your firm is invited to submit a tender, pursuant to the general conditions for the scope of work as described. This tender must include labour, equipment and overhead. This tender shall not be considered authorization to proceed with the work herein described.

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## 2 INSTRUCTIONS TO PROPONENTS

### 2.1 GENERAL

Before submitting their proposal, Proponents must satisfy themselves regarding the nature and location of the work, local conditions, the professional services, equipment, technology and facilities needed for the execution of the work, and all other factors that might have a bearing on their Proposal.

Proponents are solely responsible for their own expenses in preparing and submitting their Proposal and for any meeting, negotiations, or discussions with the Town of Drumheller herein referred to as the Owner or its representatives, relating to or arising from this RFP and the resulting RFP process. Proponents agree that by participating in the RFP process, they have no claim for compensation against the Town of Drumheller or its representatives.

### 2.2 CONDITIONS FOR PROPOSAL SUBMISSION

All Proponents shall submit sealed proposals, clearly marked on the outside of the envelope to the following locations only:

Town of Drumheller  
224 Centre Street  
Drumheller, Alberta T0J 0Y4  
Attention: Purchasing Department  
“RFP - Wastewater treatment Plant Management Plans”

Please note that Bill Adams is the primary technical contact for any clarification relating to the Proposal Document. He can be reached at [badams@drumheller.ca](mailto:badams@drumheller.ca) or by telephone directly at (403) 823-0008.

Proposals **must** be received no later than **2:00 pm** local time on **July 22, 2020**. A public opening will be held for this RFP on July 22, 2020 at 2:00 pm local time in Council Chambers of Town Hall.

It shall be the Proponents' responsibility to confirm with the Owner that its Proposal has been received prior to the Proposal closing. When submitting a Proposal, all pages must be submitted, sealed in an envelope, addressed to the contact provided.

Proponents must indicate their name and address clearly in the upper left-hand corner of the envelope so that the Proposal submission can be identified.

Only complete Proposals received before the closing date and time will be considered to have been received on time. Late submissions will not be considered or evaluated.

### 2.3 AVAILABILITY OF PROPOSAL DOCUMENTS

Proposal Documents are available in electronic form from the Alberta Purchasing Connection (APC) website ([www.purchasingconnection.ca](http://www.purchasingconnection.ca)) and on the Town of Drumheller website ([www.dinosaurvalley.com](http://www.dinosaurvalley.com)). The Town of Drumheller will assume no responsibility or liability for the completeness of any Proposal Documents obtained from any other source.

## 2.4 PROPOSAL INQUIRIES

For information regarding this proposal, you may contact:

Bill Adams, Utilities Manager  
Town of Drumheller  
224 Centre Street  
Drumheller, Alberta T0J 0Y0  
Phone: (403)823-1354 or (403)823-0008  
[badams@drumheller.ca](mailto:badams@drumheller.ca)

Note: phone call inquiries must be followed up with an email, to ensure all inquiries are responded to in the same manner.

## 2.5 SIGNED AGREEMENT LETTER

The Proposal must include a signed letter indicating agreement to the Terms and Conditions of this RFP. This letter must be signed by a person(s) authorized to sign on behalf of the Proponent(s) and will also bind the Proponent(s) to statements made in their Proposal.

## 2.6 WITHDRAWAL

The Proposal may be withdrawn prior to the deadline with written notice to the contact individual. A withdrawn Proposal may be replaced by an alternative Proposal provide that an email notice of intent is delivered to the contact individual at least 24 hours prior to the deadline for closing. Proposals must remain valid for 60 days following the RFP closing date and time noted. Proposals are irrevocable after the closing date and time

## 2.7 DEFINITION AND FORM OF CONTRACT

A full written contract will only be entered into by the Owner and Proponent after the Proponent is deemed successful during the RFP selection process. Only after a contract is mutually agreed to and signed by both parties, will a Proponent acquire any legal or equitable rights or privileges.

## 2.8 AGREEMENT WITH TERMS

By submitting a Proposal, the Proponent agrees to all the terms and conditions of this RFP. Proponents must not alter any portion of the RFP document. To do otherwise will invalidate their Proposal.

## 2.9 MODIFICATION OF TERMS

The Owner reserves the right to modify the terms of this RFP, in its sole discretion, at any time up to two (2) working days prior to the noted closing date. Any modifications to the terms of this RFP will be issued as an addendum via the APC (Alberta Purchasing Connection) website.

The Owner reserves the right, at its sole discretion to waive any defect or irregularity in any or all Proposal's and to negotiate with any Proponent. The owner also reserves the right to any or all of the following:

- Accept any Proposal
- Reject any Proposal
- Reject all Proposals
- Contact any or all Proponents to clarify or confirm information provided, without any obligation to contact any other Proponent
- Invite any or all Proponents to provide brief presentations
- Negotiate with one or more Proponents without any obligation to advise, consult with, or enter into more discussions with any other Proponent.

#### 2.10 LIABILITY FOR ERRORS

While the Owner has used considerable efforts to ensure an accurate representation of the information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Owner, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP or the documents provided as information sources are intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

#### 2.11 CONFIDENTIALITY OF INFORMATION

All documents submitted in response to this RFP become the property of the Owner. The Owner is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of that Act does offer some protection for third party business interests, the Owner cannot guarantee that any information provided to the Owner can be held in confidence. To the extent that it is legally able to do so the Owner may, but will not be obligated to, hold in confidence any information specifically identified by the Proponent as being confidential.

Information pertaining to the Owner obtained by the Proponent as a result of participation in this RFP is confidential and must not be disclosed without written authorization from the Owner.

#### 2.12 SAFETY

The successful Proponent selected as a result of this RFP will be expected to follow all safety requirements outlined in the RFP process.

### **3 BACKGROUND**

The Town of Drumheller provides wastewater treatment to a large part of the Drumheller Valley via an Activated Sludge process with extended aeration. The Wastewater treatment Plant (WWTP) is located on Highway 10 east of Drumheller, next to the Water Treatment Plant, 2490 South Railway Ave. The WWTP design capacity is 16,762m<sup>3</sup> per day. Around 1976 the WWTP was constructed consisting of a control building, clarifier, digester and the aeration lagoon. The following changes have been made since 1976:

1983 added the garage to the north end of the plant to help with the removal of screenings

1996 sewage equalization pond installed (helps to control influent flows during rain events)

1999 aeration pond upgrade (switch from coarse air to fine air bubblers)

2005 Rosedale WWTP decommissioned and the lift station began pumping to the headworks of the plant

2009-10 Major upgrade to plant - new headworks building constructed (upgraded screen, grit removal, and addition of a centrifuge to dewater sludge)

- new pumphouse with 2 secondary clarifiers constructed
- addition of a second digester to aide with the removal of sludge

2019 installed a new RAS (return activated sludge) line to allow the primary clarifier to flow better (now less likely to overflow)

### 3.1 OBJECTIVE

The objectives of this project are as follows as per Alberta Approval #623-03-00:

1. a phosphorus management plan report including a wastewater treatment plan for phosphorus removal
2. a treated wastewater disinfection plan report
3. wastewater treatment plant capacity assessment report

All of these plans will be submitted to Alberta Environment and Parks by the Town of Drumheller.

### 3.2 REGULATORY FRAMEWORK

All work on this project shall adhere to the terms and conditions of the AEP approval (Approval #623-03-00) for this facility, which has been included in Schedule "A".

### 3.3 ADDITIONAL INFORMATION

The following information has been included Schedule "B".

- Drumheller Wastewater Treatment Annual Report 2019

The DRAFT Drumheller Wastewater Treatment Plant Receiving Water Impact Assessment will be available (to the successful Proponent).

## 4 SCOPE

For this project, the successful Proponent will complete the following scope of work:

1. Phosphorus Management Plan Report:
  - Discussions with AEP and relevant stakeholders
  - Review of annual reports and lab reports
  - Analysis of options to manage phosphorus as per AEP approval requirements
  - Methodology of presented options
  - Level D cost estimate of presented options

2. Treated Wastewater Disinfection Plan Report:
  - Discussions with AEP and relevant stakeholders
  - Review of annual reports and lab reports
  - Analysis of options to manage disinfection as per AEP approval requirements
  - Level D cost estimate of presented options
  
3. Wastewater Treatment Plant Capacity Assessment Report:
  - Discussions with AEP and relevant stakeholders
  - Current capacity to treat wastewater flows in terms of population equivalent
  - Excess capacity to treat wastewater for future population growth
  - Industrial flows to the wastewater plant
  - Inflow and infiltration (I & I) flows to the plant
  - Anticipated population growth
  - Anticipated industrial and I & I flows for the future
  - Anticipated time till plant reaches full capacity

## 5 IMPORTANT MILESTONES

The important milestones for the RFP process are presented below:

Milestone	Date
Closing Date for Submission of RFP's	July 22, 2020
Award of Contract	July 29, 2020
Project Initialization Meeting	August 11, 2020
Draft Report	October 15, 2020
Final Report	November 15, 2020
Final Report Submission	December 1, 2020
Consulting Contract Completion Date	December 29, 2020

## 6 SUBMISSION CRITERIA

Proponents must submit a hard copy of the Proposal. Proposals sent by fax or email will not be accepted.

Proposals should not be more than ten (10) pages in length, minimum of size 11 font (excluding title page, table of contents, and appendices). The entire length of the proposal is limited to one hundred (100) pages. Each Proposal is to be arranged as follows:

### 6.1 TITLE PAGE

Showing the proposal name, closing date and time, Proponent name, address, and contact person(s).

### 6.2 PROJECT UNDERSTANDING

Outline your firms understanding of the scope of work required to complete this project, including any items that may be required, but are not listed in Section 3.

Identify any challenges associated with this project and potential solutions to these challenges.

Identify any innovative ideas/methods/solutions for reducing the overall project budget and /or expediting the project schedule (construction completion date) further to that shown in Section 4.

### 6.3 BUDGET

Provide a detailed hourly breakdown of the costs and expenses required to complete the scope of the work outlined in this RFP.

### 6.4 PROJECT TEAM

List all team members, years of relatable experience, and their specific role in the delivery of this project.

Provide an Organization Project Chart which reflects the list above as "Appendix A". Key staff resumes may also be included in "Appendix A".

### 6.5 SCHEDULE

Provide a detailed breakdown (Gantt Chart) of time requirements for completing this project as "Appendix B".

At a minimum, the schedule should show the milestones outlined in Section 5.

### 6.6 RELEVANT PROJECTS

Prepare a list of recent (within 5 years) and relevant projects (maximum 3 projects) completed by the Proponent including details of which the projects were undertaken by members of the proposed project team. For each project provided as a reference, include a brief outline of the project and its relevance to this project. Project data sheets may be attached in "Appendix C". Project data sheets should not exceed two pages per project.

Include any lessons learned from the relevant projects that would assist in the completion of this project.

### 6.7 MANDATORY REQUIREMENTS

The Proponent must supply the following as part of their Proposal:

- References: three (3) letters of reference are required and these letters shall be for relevant and recent (within 5 years) projects.
- Provided registration with the Association of Professional Engineers, Geoscientists of Alberta (APEGA).
- Provide a Clearance Certificate from Workers Compensation Board – Alberta (WCB).
- Provide evidence of insurability for professional liability, comprehensive general liability and automobile, each in an amount of not less than two million dollars (\$2,000,000) per occurrence.



## **7 EVALUATION**

Proposals will be evaluated by the Evaluation Team according to the criteria listed below. The top Proponent determined by the Evaluation Team will be recommended to enter into a contract to complete this project. The criteria and applicable weightings are as below:

- Project Understanding – 25%
- Budget – 25%
- Project Team – 20%
- Schedule – 15%
- Relevant Projects – 15%

### **7.1 PROJECT UNDERSTANDING**

Project understanding will consist of 25% of the evaluation points:

- Preference will be given to Proponents that clearly understand this project and have a project management structure in place to deliver this project effectively.
- Preference will be given to Proponents who demonstrate their knowledge of the values of innovation and how it can be used to alleviate challenges.

### **7.2 BUDGET**

Project budget will consist of 25% of the evaluation points:

- The proposal with the lowest budget will be awarded full points in the budget category. All other budgets will be evaluated accordingly based on the low proposal.

### **7.3 PROJECT TEAM**

The Proponent's project team will comprise of 20% of the evaluation points:

- Key areas that will be evaluated include roles and responsibilities, years or relatable experience, skills of key project team members, organizational structure, project management, and contact protocols.

### **7.4 SCHEDULE**

Schedule will consist of 15% of the evaluation points:

- Preference will be given to the Proponent clearly demonstrating the ability to exceed scheduling requirements outlined in Section 4.

### **7.5 RELEVANT PROJECTS**

Relevant experience on similar projects will consist of 15% of the evaluation points:

- Preference will be given to the Proponent best demonstrating their success in a project like the project outlined in this RFP.
- Experience within the local area is also preferred.