



DRUMHELLER
DINOSAUR CAPITAL OF THE WORLD



REQUEST FOR PROPOSAL

PROPOSAL: Flood Mitigation and Climate Change Program Land Services– 2019 - 2024

DATE: October 30, 2019

FROM: Darwin Durnie Chief Resiliency and Flood Mitigation Officer
TOWN OF DRUMHELLER REPRESENTATIVE

DATE PROPOSAL REQUIRED:

YEAR: **2019** MONTH: **NOVEMBER** DAY: **21** TIME: **2:00 PM** Local Time

Award by Council will be made Monday November 25

- **SUBMIT PROPOSAL IN A CLEARLY-MARKED & SEALED ENVELOPE –**

"PROPOSAL FOR:

**Drumheller Flood Mitigation and Climate Adaptation -
Land Services – 2019 – 2024 TOD RFP 2019-09-27"**

**Attention: Mr. Darryl E. Drohomerski, C.E.T.
Chief Administrative Officer**

DELIVERED TO : **TOWN OF DRUMHELLER,
224 Centre Street
Drumheller, Alberta
T0J 0Y4**

No proposals by email or fax will be accepted.

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INVITATION

Project Overview

The Town of Drumheller, recognized as the “Dinosaur Capital of the World”, is rich in geological and paleontological history. The breathtaking landscapes surrounding Drumheller are unique in Canada and draw hundreds of thousands of visitors every year.

The Town of Drumheller has chosen to make significant investment to Mitigate Flooding and adapt to a changing Climate. In June of 2018 the Town began the process of applying to the Federal and Provincial Governments for financial assistance to implement a long-term strategy. Funding contribution agreements require, insofar as practicable, that public solicitation be made for contracts carried out under this funding arrangement.

Work is being undertaken to implement the strategies via a project office approach. The Town is seeking proposals from individuals or private firms who can undertake the LAND SERVICES of this 5–7 year project. The project is described in part in Appendix A: Drumheller Flood Mitigation and Climate Adaptation System. The successful proponent will have exhaustive local knowledge of the Drumheller economy, infrastructure and emergency preparedness, response and recovery.

The Council Vision is:

Through a proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding. Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage.

You or your organizations proposal for Land Services (Services) to the Town via the project office has a commencement date planned for October 20, 2019. It is anticipated and preferred that the Services would be provided on a contracted basis rather than on an employment basis. The individual or organization proposing to provide the Services is referred to in this request as “Contractor.”

The scope of services sets out the some tasks, duties, expectations and responsibilities.

Your submission should address the following:

- Relevant Capabilities and Experience that would demonstrate the ability of you or your organization to effectively provide the services required
- Individuals who would be involved in the delivery of services to the Town, their intended role and their experience and qualifications
- Commencement date if different from the planned November 20, 2019 commencement date
- Length of Term of Contract – The Town would prefer a 5 year contract with provisions for renewal
- Approach to the delivery of the services
- The basis for determining Fees and Charges to the Town for providing the Services. You are asked to identify:
 - The proposed fixed fees and variable charges based on time or other units that you would propose through the term of the contract
 - If not prescribed specifically, how future increases in fixed fees and variable charges would be determined
 - Estimated sum of fees and charges expected for 2019 and for the subsequent years of the term of the service contract

2. PROPOSAL MANDATORY REQUIREMENTS

Proposals must comply with the following requirements in order to be considered by the Town. It will be at the Town's sole discretion to determine if a Proposal shall be disqualified due to insufficient or incomplete information.

Rejection of Proposals

The Town shall not be obligated to accept Proposals that are unsigned, incomplete, conditional, illegible, or contain irregularities of any kind, or if the Proponent fails to meet all the requirements stated in this Request. The Town also reserves the right to disqualify any Proponents submission whose credentials or performance have been unsatisfactory in the past.

Town's Discretion

The Town reserves the right to accept any Proposal, and not necessarily the lowest cost Proposal.

RFP Clarifications/Addenda

Proponents shall carefully examine the Request for Proposal Documents and report any errors, omissions, discrepancies or clauses requiring clarification. When deemed necessary, the Town shall respond to questions and clarifications by way of Addenda to report any changes to the Request for Proposal Documents. Any addenda issued prior to the closing date will form part of the Request for Proposal Documents.

Question or Inquiries

Questions may be submitted via email and directed to :

Darwin Durnie
Chief Resiliency and Flood Mitigation Officer
ddurnie@dinosaurvalley.com
Phone (403) 875 1456

Proposal Review

The proposals will be reviewed by a Committee on a confidential basis on Friday October 18, 2019 at which time the Committee will select those proponents that they wish to interview. If deemed necessary, interviews will be scheduled on Tuesday, October 22, 2019. Please keep that day tentatively open for an interview with the Committee should your proposal be selected for continued consideration.

Recommendations for appointment of the Contractor will be made by the Chief Resiliency and Flood Mitigation Officer to the Council at a regular Council Meeting Monday, October 28 , 2019.

Budget Funding

If the Proposal pricing submitted in the desired Proposal exceeds the amount the Town has budgeted or estimated, the Town may either reject all proposals, , or attempt to negotiate an acceptable price with the Proponent.

RFP Cancellation

The Town reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities and informalities at their own discretion. No payment will be made by the Town for costs incurred in the preparation or submission of this document.

Insurance

The successful Proponent must be able to provide proof of the following insurance :
General Liability Insurance in an amount not less than Two Million Dollars (\$2,000,000) per occurrence for personal injury and/or property damage. Automobile Liability Coverage in an amount not less than Two Million Dollars (\$2,000,000) per accident for bodily injury and/or property damage.

Errors and Omissions Insurance covering the services provided by the Consultant with policy limits not less than Five Hundred Thousand Dollars (\$500,000) per claim.

Conflict of Interest

The Proponent shall have no pecuniary interest in the business of any third party that would cause, or seem to cause, a conflict of interest in carrying out any Consulting services for the Town. Should such an interest be acquired during the Proposal process, the Consultant shall immediately declare it to the Town. The Town will, immediately upon notification, take action as it deems appropriate. This may include rejection of the submitted Proposal.

Proposal Confidentiality

All documents submitted to the Town will be subject to the protection and disclosure of the Alberta Freedom of Information and Protection of Privacy Act (FOIP ACT).

Proposal Format Requirements

Proposals shall not exceed 15 pages, 8 1/2 X 11, 11 pt font excluding resumes.

Qualifications and Experience

Proponents are to explain why they are the best choice to provide the services as described in the Request for Proposal. Key strengths should be clearly identified. Provide summary and related references for at least three projects completed within the last five years, for which the Proponent has provided services. These reference projects must:

- Have a required scope of services similar in nature to this project. The summary for each reference should include:
 - Name, location, and brief description of the project
 - Name of client (owner) and contact information of client representative
 - Original project budget and final project cost, with an explanation of any significant deviations;

Key Staff and Qualifications

A resume shall be provided for each staff member that includes, but is not limited to, qualifications, education, experience, capability and current workloads. The location of the offices of the key team members shall be identified. These resumes will not be considered part of the 15-page limit.

Project Understanding

Proponents are to provide a clear understanding of the objectives and critical issues that could affect the outcome of the project. The proponent should include a clear explanation of their proposed approach. The Proponent shall also include any innovative comments and ideas pertaining to the project that may not have been addressed in the Request for Proposal.

Additional Content

Proponents may at their discretion include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum 15-page limit is not exceeded.

3. EVALUATION CRITERIA AND WEIGHTING

Proposals meeting the mandatory requirements will be evaluated.

Evaluation of Proposals

Each proposal received will be evaluated on the basis listed below. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed below.

CRITERIA	WEIGHTING
Knowledge of Red Deer River Basin, Drumheller Flood Mitigation Systems, and affected Indigenous Community	40
LINEAR PROJECT PERFORMANCE	20
Experience & Qualifications of Firm and Team members	20
Fees	20

The proponent's responses to these technical requirements will be evaluated using a rating scale of 0 to 5. The rating will then be multiplied by the weighting as specified in the chart above. Each weighted score will be added to arrive at a total score. This scoring will assist the committee in evaluating the proposal but will not be the sole method of evaluation or selection. The fees /salary evaluation will be calculated by taking the lowest Proposal Price divided by each Proponents Proposal Price. The calculated point for each proposal will then be multiplied by the weight indicated in the Evaluation Criteria and Weighting table.

RATING	EXPLANATION
5 -Excellent	Exceeds Requirement/Adds Value
4 - Above Average	Exceeds Minimum Requirements
3 - Average	Meets Minimum Requirements
2 - Below Average	Falls Short of Expectations. Lacking Innovation
1 - Poor	Falls to Meet Minimum Requirements
0 - Non Responsive	Did Not Attempt to Address Requirement

Proposal Feedback

All unsuccessful Proponents will be notified within two (2) business days after contract award.

Communication

Proponents or bidders are required to ensure that no communication is made by the proponent/bidder or its representatives, including a third party representative employed or retained by it, to promote or oppose any bid/proposal, make any public announcement, or communicate with any news media in any way unless such communication has first been approved by the Town.

4. SCOPE OF SERVICES – Land Services

Key Assumptions:

- land assembly to begin once project is awarded funding – expected October 25th, 2019 and will continue through 2024
- right of entry for survey, environmental and geotechnical by December 15, 2018; - 200 parcels
- fee simple acquisitions to be completed through land acquisition policy to be established by Flood Mitigation Office
- Develop line list of Third party crossing agreements f
- Number of parcels estimating 600 - 680 which will require negotiations for ROW
- temporary workspace up to 200 sites
- Number of crossings 300 crossings identified as of January 2018,
- Damage payouts if any - to be prepaid during temporary workspace acquisition
- Registration of utility right of way agreements on title
- Registration of temporary workspace agreements on title by caveat
- Quantities may vary – it is expected that fees per unit will remain as proposed
-

Scope of Work:

- Meet with Town legal counsel to debrief and develop strategy to address potential project sensitivity prior to landowner contact
- Develop comprehensive Communications and Engagement Strategy
- Develop Indigenous Consultation Program
- Collaborate with Project Land Surveyors and GIS Specialists
- Contact affected landowners to request approval for access for preliminary survey , legal, geotechnical, and environmental.
- Identify all registered third party interests
- Negotiate land acquisition agreements, temporary workspace agreements, and damage settlements; with close involvement of Town Legal Counsel
- Submit crossing applications to all third party organizations

- Provide progress updates on a weekly basis – via red light green light maps, conference calls and data base updates
- Collaborate with Project Office and legal counsel on process of acquiring land through expropriation
- engage, consult with and direct the various Project Consultants, Surveyors, Architects, Engineers, Planners and Landscape Architects and “other” contractors to maintain the economical and efficient operation, maintenance, upgrading and expansion of the Towns systems and facilities; impacted or associated with this project;
- engage, consult with and direct such consulting services required by the Town in the evaluation of the needs of the Town in the future planning, design and development of a Flood Mitigation and Climate Adaptation System;

5. APPROACH TO DELIVERY OF SERVICES

Administrative Center – The office of the Flood Mitigation and Climate Adaptation System is co- located on the second floor at 702 Premier Way in Drumheller with the Incident Command Centre.

Electronic Records – To the extent available the Town data systems will be utilized. Separate cloud sites will be established to allow for collaboration and version control in a secure site outside of the Town server. The Contractor will manage the consolidation of final records to the Town system from the cloud sites or other vendor sites.

Physical Records – The physical files and records are located at the incident command center.

PROPOSAL SUBMISSION FORM

PROPOSALS THAT ARE UNSIGNED, INCOMPLETE, CONDITIONAL, ILLEGIBLE, OBSCURE, CONTAIN ARITHMETCAL ERRORS, ERASURES, ALTERATIONS OR IRREGULARITIES OF ANY KIND, MAY BE CONSIDERED INVALID.

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 UNDERSIGNED CONTRACTOR HEREBY PROVIDES THE ATTACHED PROPOSAL TO PERFORM THE PROJECT/WORK AS DESCRIBED SUBJECT TO ACCEPTANCE AND SUCCESSFUL NEGOTIATION OF A CONTRACT SUITABLE TO THE TOWN OF DRUMHELLER

CONTRACTOR:

PRINT NAME OF AUTHORIZED REPRESENTATIVE:

SIGNATURE: _____

DATE: _____

EMAIL: _____

TELEPHONE: _____