



DRUMHELLER
DINOSAUR CAPITAL OF THE WORLD



REQUEST FOR PROPOSAL

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

DATE: August 29, 2019

FROM: Darryl Drohomerski C.E.T., Chief Administrative Officer

TOWN OF DRUMHELLER REPRESENTATIVE

DATE PROPOSAL REQUIRED:

YEAR: **2019** MONTH: **SEPTEMBER** DAY: **17** TIME: **14:00** Local Time

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

PROPOSAL FOR:

“Flood Mitigation and Climate Change Program Officer – 2019 – 2024 TOD RFP 2019-08-29”

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

DELIVERED TO :

TOWN OF DRUMHELLER,
224 Centre Street
Drumheller, Alberta
T0J 0Y4

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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.

Work is being undertaken to implement the strategies via a project office approach using a program officer. The Town is seeking proposals from individuals or private firms who can undertake the program management and administration of this 5 – 7 year project described 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 organization’s proposal for program officer and administrative services (Services) to the Town via the project office has a commencement date planned for October 1, 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 detailed tasks, duties, expectations and responsibilities. Also provided is the approach that could be considered in the provision of the Services. It is not necessarily expected that you or your organization would deliver the Services in the same manner. Your proposal may include an alternative or varied approach to the delivery of the Services with various duties and responsibilities allocated among a number of different individuals. As well you may wish to propose different arrangements for financial services and a different administrative center from that which would be provided by the Town.

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 October 1, 2019 commencement date
- Length of Term of Contract – The Town would prefer a 5 year contract with provisions for annual renewals
- 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, illegal, 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.

Submissions

Proposals must be submitted in writing to the address provided above with the exterior of the package clearly marked "TODRFP #2019-016-09 Flood Mitigation and Climate Change Officer

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.

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.

Question or Inquiries

Feel free to contact the CAO to discuss further services to be provided and the current approach to the delivery through the existing interim project officer. Questions may be submitted via email and directed to the contact person listed below:

Darryl Drohomerski
Chief Administrative Officer
ddrohomerski@dinosaurvalley.com
Phone (403) 823-1339

Proposal Review

The proposals will be reviewed by a Committee on a confidential basis on Wednesday September 18, 2019 at which time the Committee will select those proponents that they wish to interview. Interviews, if deemed necessary, will be scheduled on Friday, September 20, 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 Committee to the Council at a regular Council Meeting Monday, September 30, 2019.

Budget Funding

If the Proposal pricing submitted in the best evaluated Proposal exceeds the amount the Town has budgeted or estimated, the Town may either reject all proposals, or attempt to negotiate a lower price with the Proponent who submitted the best evaluated Proposal.

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 10 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:

- Be similar in nature to the project for which the Proposals are being sought; and
- 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
 - Identification of prime consultant (and sub consultant team), including names of key personnel
 - Planned and actual start and completion dates, with an explanation of any significant deviations.
 - Original project budget and final project cost, with an explanation of any significant deviations;
 - Other pertinent information demonstrating the proponent's experience and past performance record

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 10 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 as they see fit.

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 10 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.

By submitting a proposal, each contractor acknowledges and agrees 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.

CRITERIA	WEIGHTING
Knowledge of Red Deer River Basin and Drumheller Flood Mitigation Systems	50
Emergency Management Delivery	20
Experience & Qualifications	20
Fees/Salary	10

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 other 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

Management

The Contractor is responsible for the full management of the Project Office and will act as the administrative head. The Contractor will be designated as Chief Resiliency and Flood Mitigation Officer of the Town for the purposes of municipal legislation and will act together with the Chief Administrative Officer as signing authority for the Project. The Contractor will:

- I. possess and maintain a complete knowledge and general understanding of the Town of Drumheller, Municipal Development Plan, Engineering Standards, Municipal Emergency Plan, The Flood Mitigation System and associated infrastructure and appurtenances, facilities and related systems and their daily operation;
- II. administer and manage the Flood Readiness and drought management operational

readiness, including monitoring the performance of the individuals, teams and groups engaged in fulfilling the requirements of the various statutory documents and plans. This may include providing such direction and coaching and taking such action as may be required to ensure the effective operations of the flood mitigation and drought management operations in exigent and normal circumstances for the town and the Drumheller Emergency Management Agency;

- I. 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;
- II. 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;
- III. manage infrastructure and other projects either directly or through a Project Manager Consultant,
- IV. manage the performance and delivery of other contracted Services and purchased goods and materials for the Flood Mitigation and Climate Adaptation System.
- V. direct and consult with the Towns’ legal counsels on legal matters affecting the Town related to the Flood Mitigation and Climate Adaptation System;
- VI. ensure that risks are properly identified, managed and mitigated and that proper insurance coverage is in place through the Towns’ insurance providers;
- VII. maintain a good rapport and relationship with the Members of the Council, customers, government departments, regulatory authorities, suppliers and contractors;
- VIII. attend and represent the interests of the Council at external meetings and other events.

Program Secretariat

The Contractor will provide support and secretariat services to the Flood Mitigation Office and will support the Mayor and Chief Administrative Officer in the performance of their respective duties in that context. The Contractor will:

- develop and refer to the Council for adoption, policies for the effective and efficient governance, management and administration of the Flood Mitigation and Climate Adaptation System and for effective and efficient operation of the associated facilities and systems;
- Keep the Mayor and CAO, apprised of relevant issues, incidents and matters of concern that may have impact on the operation of the:
 - I. Town, Flood Mitigation System and its ability to effectively operate, or;
 - II. Future Flood Mitigation Systems and their ability to deliver flood mitigation services;
 - III. make arrangements for meetings of the Councils, Boards and respective committees;
 - IV. prepare and distribute all agendas and supporting documents for meetings , ensuring that these are delivered well in advance of meetings;
 - V. attend and chair Advisory Committee meetings and record the minutes of those meetings;
 - VI. ensure that the operations of the Town and the proceedings of the Project Office, as it portends to the Flood Mitigation and Climate Adaptation System, comply with the provisions contained in the By-laws of the Town and the Municipal Government Act, R. S.A . 2000 c.M-26.1 as amended and the Regulations thereto (Act);
 - VII. supervise and keep proper and complete books of account and records of the Towns obligations to the funding agencies.

Communications

The Contractor will manage the communications of the Flood Mitigation and Climate Adaptation System and will for the Project Office in particular and the system in general:

- I. Create, prepare and participate in a comprehensive public engagement strategy;
- II. Liaise and coordinate with other governments;
- III. Manage indigenous consultations;
- IV. Receive and act upon or distribute as may be necessary;

- V. incoming electronic mail and other communications;
- VI. communications received by post or delivery;
- VII. Prepare and transmit or arrange delivery as may be applicable, outgoing communications;
- VIII. Prepare and submit written reports to the Council and funding partners for regular Board meetings, or monthly commitments;
- IX. Maintain the currency of the Flood Mitigation joint website;
- X. Maintain the private website for the use of the project.

Administration

The Contractor is responsible to undertake all administrative tasks and make necessary administrative arrangements that are required in the operation of the Project and the Contractor will:

- I. organize, maintain and keep safe the physical and electronic records and documents;
- II. manage the operational readiness of the project office administrative center and incident command center.

Financial

The contractor will:

- I. Administer the agreement with any financial services provider;
- II. Ensure that the financial operations are undertaken pursuant to all applicable statutes and regulations;
- III. Prepare and present the draft annual project financial plans and budgets to the Council and CAO;
- IV. Monitor budgets regularly and take action on variances;
- V. Prepare applications and claims for all grants available;

- VI. Maintain financial records and ledger for the project;
- VII. Initiate financial transactions for accounts payable, accounts receivable and provide general ledger entries and adjustments to the financial services provider;
- VIII. Ensure the:
 - i. timely payment of accounts and obligations of the project office to avoid the payment of interest and penalties;
 - i. timely billing of customers of the project;
 - ii. timely deposit of payments and funds to the Towns bank accounts and invest and manage the funds of the Town to maximize the return to the Town on those funds;
 - iii. reconciliation of the Project Office bank accounts and preparation of ongoing budget and financial reports;
- IX. satisfactory completion of the annual audit and provide such information as may be required for year end financial adjustments and the preparation of the audited financial report;
- X. filing of the financial return information and audited financial statements with funding agencies.
- XI. The preparation of financial analysis and monthly Budget and other Financial Statements for the Board;

For this project the contractor will:

- monitor and direct all consultants and contractors in the performance of the Flood Mitigation and Climate Adaptation System Project, providing direction and taking such actions as necessary to ensure the completion of the Project
- undertake such administrative actions and tasks that may be administratively required to complete the project.
- prepare and submit interim and final grant claims,
- finalize all land and construction contract matters
- compile a complete set of records of the project.

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. The project office will assist and support the development, fit up and operationalization of the incident command center.

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 of the commissions are located at the incident command center.

Computer Equipment – The Contractor will be provided access to the Town system including email. The Contractor will provide laptops that generally allow the work to be completed and will be provide access to certain software and data in the Town system via server access stations.

Contracted Financial Services – To ensure proper financial control and a proper separation of duties under the program, the Contractor can only initiate and approve financial transactions. The Town will produce: invoices for accounts receivable, cheques for accounts payable, online payments, G.S.T returns and bank reconciliations.

System Operations – The present Flood Mitigation System is largely owned by the province through an amalgam of purpose built dykes and highways. The Town performs minor maintenance. The Province does perform major repairs. The contractor will take charge of the system and produce an operational guide that includes routine maintenance and inspection through to emergency response due to higher than capacity flows or failure. The contractor will also be a senior advisor to the Director Emergency Management in such circumstance and will create an ICC, EOC that is fully functional with respect to flood mitigation.

Council and CAO – Council meets approximately 20 times annually. Updates will be presented on a monthly basis in a format that also meets the reporting of grant authorities. Monthly meetings of an advisory team and a technical team will be required. A monthly meeting with the CAO and Mayor will occur. Agendas and other information are conveyed by electronic means primarily through direct transmission of documents but also by internet site where information and documents are posted.

PROPOSAL SUBMISSION FORM

(FLOOD MITIGATION AND CLIMATE CHANGE PROGRAM OFFICER 2019-2024)

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
INTENT

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: _____