



DRUMHELLER
DINOSAUR CAPITAL OF THE WORLD



Resiliency and Flood Mitigation Program

REQUEST FOR PROPOSAL

PROPOSAL: Engineering & Procurement for the Berms & Dikes RFP – 2020

DATE: July 22, 2020

FROM: Doug Drever, Operations Chief, Resiliency and Flood Mitigation Office, TOWN OF DRUMHELLER REPRESENTATIVE

DATE PROPOSAL REQUIRED:

YEAR: **2020** MONTH: **August** DAY: 5 TIME: **11:00** Local Time

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

"PROPOSAL FOR:

**Drumheller Resiliency and Flood Mitigation Program,
EP for Berms & Dikes 2020 RFP 2020-07-22"**

Attention: Doug Drever, Operations Chief, Resiliency and Flood Mitigation Office (CRFM Officer)

Deliver To: TOWN OF DRUMHELLER,

**224 Centre Street
Drumheller, Alberta T0J 0Y4**

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INVITATION

1. Project Overview

The Town of Drumheller (Town), 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 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.

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.

The Town now is moving forward to implement this initiative through the Drumheller Resiliency and Flood Mitigation Program (DRFM Program) and has established the Office of Resiliency and Flood Mitigation (DRFM Office). A Chief Resiliency and Flood Mitigation Officer (CRFM Officer) has been appointed to direct the DRFM Program. This project is funded in part by the Government of Canada

The Town is seeking proposals from individuals or private firms who can provide services for the repair, rebuild or relocate the existing berms and dikes as well as build new one in some areas. This phase is the Engineering and Procurement Services and expected to be completed by the end of September 2021. In addition to requisite skills and experience design and engineering of flood mitigation works, the successful proponent will have local knowledge of the Drumheller economy, infrastructure and emergency preparedness, response and recovery.

Your or your organization’s proposal for Engineering Procurement (Services) of the DRFM Program would commence August 10, 2020 These Services would be provided on a contracted basis. The individual or organization proposing to provide the Services is referred to in this request as “Consultant.”

2. Scope of Services

Scope of Services:

The scope of services relates to the engineering design, construction and tender document preparation for the berms in the Town of Drumheller.

The services shall be conducted in a competent manner and comply with industry methods and practices in Alberta. The consultant's scope of work includes:

- Collecting the background information
- Identifying and liaising with key stakeholders
- Preparing a work plan and obtaining the approval of all key stakeholders
- Developing & creating the manual as per the deliverable list.
- Completion of the deliverables in time.

Scope of Work:

The following berms are identified as berms of primary focus.

1. Centennial Park
2. Nacmine
3. Lehigh to Bridge
4. Bridge to Starmine
5. Newcastle
6. Drumheller Centre
7. Midland
8. Cambria
9. East Coulee
10. Others may be added when identified.

Acceptance Criteria:

An error free secure document submitted electronically and as a hard copy in required numbers.

The document is created under the direction and supervision of a Professional Engineer currently permitted to practice in the Province of Alberta.

Deliverables:

The scope includes the following deliverables as a minimum requirement:

1. Project Scope Definition and Preliminary Design
 - a. Flooding Situations
 - b. Legislation & regulations
 - c. Requirement analysis
2. Preliminary Engineering, Cost Estimating and Comparisons
 - a. Field Investigations- lab testing, borrow areas, including geotechnical investigation
 - b. Approvals
 - c. Design Report
3. Detailed Design and Consultation for the Project

- a. Construction Plans
- b. Civil Design
- c. Design Criteria
- d. Environmental Design
- e. Structural Issues
4. Tender Preparation
 - a. Procurement Documents
 - b. Construction Inspection
 - c. Contract Documents
5. Construction
 - a. Construction Inspection
6. Contract Administration
 - a. Progress & Payment Documents
7. Detailed Site Survey
 - a. Flooding Situations
 - b. Field Investigations- lab testing, borrow areas,
 - c. Construction Plans
8. Operations & Maintenance
 - a. Operation Instruction Manual
 - b. Maintenance Plans & Manual
 - c. Integration with other O&M systems
 - d. Training of operating personnel

Constraints:

-
- The Consultant must be able to demonstrate, and include in the pricing, that it has the personnel, materials, equipment, labor, transportation, machinery, tools, appliances, fuel, lubricants, and all other consumables and incidentals necessary for the completion of the work, including traffic control, when necessary.
- The consultant must coordinate with other consultants and contractors working in the area and establish a good working relationship as well as effective coordination to ensure smooth progress and eventual transition of the work.
- Reports from the Hydraulic Engineers to establish the flood levels will be provided. Reports providing information on the effect of climate changes are available if necessary.
- Up to 3 consultants may be selected to bid on the various aspects of the berms and other works. The Consultant's services will be required upon approval of successful bids on individual projects that are invited to bid.
- The Town and the Consultant may mutually agree to extend the agreement prior to the expiration of the initial term.

3. 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.

4. 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.

5. Town's Discretion

The Town reserves the right to accept any Proposal, and not necessarily the lowest cost Proposal. The Town will select one or more Consultants to contract this project out. The Town will select as a minimum one Consultant per berm of the 9 sites indicated above.

6. RFP Clarifications/Addenda

Consultants 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.

7. Questions, Inquiries & Submittals

Questions may be submitted via email and directed to:

**Doug Drever, Operations Chief,
Drumheller Resiliency and Flood Mitigation Office
doug.drever@drmprogram.com**

The proposal submission shown above may be sent via email upto 2 hours before the close of the tender is acceptable. Proponents should also post/deliver hard copies. The one that is used for comparison will be considered as the final version.

8. Proposal Review

The proposals will be reviewed by the CRFM Officer on a confidential basis. The review may include a selection committee chosen by the CRFM Officer. Selection may be made

based on the submitted proposal or the CRFM Officer may choose to interview some of the proponents prior to selection. If deemed necessary, interviews will be scheduled on Thursday August 6, 2020. Please keep that day tentatively open for an interview with the CRFM Officer should your proposal be selected for continued consideration.

The appointment of the Consultant will be made by the CRFM Officer on or before Aug 07, 2020, unless an extension is required.

9. 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.

10. 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.

11. Insurance

The successful Proponent shall put in place and maintain during the duration of the Consultant's services, the following insurance coverage:

- 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 One Million Dollars (\$1,000,000) per claim.

The successful Proponent(s) shall provide confirmation from the Consultant's insurer that these policies are in effect.

12. 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 AND EVALUATION

13. 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).

14. Proposal Format Requirements

Proposals shall not exceed 15 pages, 8 1/2 X 11 in 11-point font excluding resumes. IT will include:

1. Project Understanding
2. Qualifications & Experience
3. Key Staff Profile
4. Cost & Schedule

15. 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;

16. 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.

17. 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.

18. 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.

EVALUATION CRITERIA AND WEIGHTING

Proposals meeting the mandatory requirements will be evaluated.

19. 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 Drumheller Flood Mitigation Program and local knowledge of issues, constraints, and Community adaptations as demonstrated by local experience.	30
Availability and Flexibility to perform Services as described in Scope of work	20
Experience & Qualifications of Firm and Team members	20
Fees	30

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

20. Proposal Feedback

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

21. 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.

22. Proposal Submission Form

The proposers will complete the following Proposal Submission Form and include a signed copy with the Proposal. In case of an incomplete or conditional proposal, the Consultant will list the exceptions for a non-conforming proposal bid on a separate document and include in the Proposal.

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 CONSULTANT 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

CONSULTANT:

PRINT NAME OF AUTHORIZED REPRESENTATIVE:

SIGNATURE: _____

DATE: _____

EMAIL: _____

TELEPHONE: _____