



DRUMHELLER

RESILIENCY AND FLOOD MITIGATION OFFICE



**DRUMHELLER
VALLEY**

Resiliency and Flood Mitigation Program

REQUEST FOR PROPOSALS

PROPOSAL: Procurement for Fish and Fish Habitat Assessment Services

DATE: September 28, 2020

FROM: Darwin Durnie, Chief Resiliency and Flood Mitigation Officer

TOWN OF DRUMHELLER REPRESENTATIVE

DATE PROPOSAL REQUIRED:

YEAR: 2020 MONTH: October DAY: 5 TIME: 17:00 Local Time

- **SUBMIT PROPOSAL** via e-mail at 17:00

“PROPOSAL FOR:

Drumheller Resiliency and Flood Mitigation Program, Fish and Fish Habitat Assessment Services

Attention: Darwin Durnie, Chief Resiliency and
Flood Mitigation Officer
Resiliency and Flood Mitigation Office

Deliver To: Darwin Durnie
Darwin.durnie@drmprogram.com

1. 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.

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 has been appointed to direct the DRFM Program. This project is funded in part by the Government of Canada.

You or your organization’s proposal to provide Fish and Fish Habitat Assessment Services for the Town’s DRFM Program would commence October 7, 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

The Drumheller Resiliency and Flood Mitigation Office (DRFMO) is seeking proposals from qualified consulting firms to provide support for high-level Fish and Fish Habitat Assessments to be completed in advance of upcoming structural flood mitigation works program, including new dike construction, upgrades to existing dikes and river bank erosion protection. The studies shall be predominantly “desktop” level studies, with field work in one season (Fall 2020) to supplement the desktop study findings. The results of the high-level assessments will be used during the structural mitigation design work to

help inform the location of mitigation measures, identify the potential for impacts due to the projects and to aid in designing mitigations.

The DRFMO does not anticipate the need for Federal Environmental Impact Assessment, based on the proposed suite of flood mitigation projects. Each individual project will prepare their own regulatory application packages, as required for the specific project site, project schedule and work. More detailed environmental assessments will be completed at that time, if required, in addition to on-site monitoring by others during construction. The work from the current assignment's high-level assessments will be used to support future regulatory applications.

Scope of Work

The successful proponent is expected to perform the tasks outlined in this RFP

1. The Consultant will carry out a high-level desktop study in the river and creek reaches for the proposed riverbank armoring locations in order to fully describe the environmental situation of the area of interest. The Consultant will draft a baseline report outlining the current situation of the area and will also be expected to draft a report showing the impacts of the construction of new dikes and redevelopment of existing dikes.
2. The Consultant will provide an estimate, scope, methodology, and schedule to complete the Fish and Fish Habitat Assessment for the reaches of river identified as possible armoring/rip rap areas.
3. The Consultant will identify and inventory of fish and fish habitat types and quality, along with providing high-level proposed mitigations for disturbance of the habitat areas due to bank armour construction at the proposed riverbank armoring locations. This study will be supplemented by high level field reconnaissance in the fall of 2020, to verify desktop study findings and fill in any gaps.
4. A Federal Environmental Assessment will not be required for the proposed mitigation works. Water Act, Navigable Waters, and Fisheries and Oceans Canada approval packages will be prepared under this contract.
5. The Consultant will determine the locations that will be impacted when the construction commences to identify any critical fish habitat areas, or any other areas of concern which could be impacted by construction. The Consultant will identify, evaluate, and propose mitigation measures to eliminate or minimize these impacts to fish or fish habitat.
6. On site monitoring will be completed prior to and during construction by others, negating the need for exhaustive field investigation. Senior team members will be required to review sites at the commencement of the project, including Aquatic

Assessment and Monitoring (QAES).

The anticipated project schedule starts on October 10, 2020 with completion estimated to be on November 20, 2020.

Current known deliverables after award:

The scope of services will be combined in one report that includes the following:

- The current situation of the project area
- The impact on the fish and fish habitat in the presence of new dikes and during the construction
- Recommendations on eliminating or minimizing the environmental impacts of the construction.
- Detailed and high-level report containing all the necessary information gathered

Additional scope and deliverables may be assigned throughout the term of The DRFM Program.

3. Ineligibility to Propose

This proposal call is restricted to consultants selected by the DRFMO to provide services. Individuals or Private Firms that have a conflict of interest with the Town of Drumheller are ineligible to Propose for this work.

4. Proposal Mandatory Requirements

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

1. The successful firm must be willing to commit the named personnel to the project for the entire term of the contract. In the event of any team changes due to personnel losses within the firm, the DRFM office will be provided with suitable replacement candidates for approval. If the firm is not able to provide a suitable replacement candidate it could result in cancellation of the contract and posting of a new RFP for the position.
2. Relevant project experience with focus on past experience in the region.
3. The proposals must include standard rate sheets applicable to the work as per Section 10.0.
4. The proposal shall include a work plan for the scope of work described herein, including all steps and tasks required to complete the deliverables listed, schedule for each task and budget for each line item in the work plan. Suggested extra work may be included,

provided it is budgeted separately from the required work.

5. 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.

6. Town's Discretion

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

7. 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.

8. Question or Inquiries

Questions may be submitted via email and directed to:

**Darwin Durnie, Chief Resiliency
and Flood Mitigation Officer**
darwin.durnie@drmprogram.com
Phone 403-875-1456

9. Proposal Review

The proposals will be reviewed by the Chief Resilience and Flood Mitigation (CRFM) Officer on a confidential basis. The review may include a selection committee from the DRFM Office 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.

The appointment of the Consultant will be made by the CRFM Officer on October 10, 2020, unless an extension is required.

10. Fee Proposal

The proposals must include standard rate sheets applicable to the work, unit rates for soils testing, disbursement markups and travel calculations as well as payment terms to establish a basis for any changes. Hourly rates should be provided in accordance with CEA Job Level Classifications for engineers and technicians (i.e. E1 to E6 and T1 to T7). Team personnel should be identified as per their current classification level. The rate shall be as listed in August 2020 proposal.

Work will be performed by task and will be invoiced based on the rates provided in the proponent's proposal. Major tasks will be subject to pre-authorization of budgets by the DRFM Office.

11. 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.

12. 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 Two Million Dollars (\$2,000,000) per claim.

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

13. 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.

14. 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).

15. Proposal Format Requirements

Proposals shall not exceed 15 pages, 8 1/2 X 11 in 11-point font excluding resumes. Letter Proposals are preferred.

16. 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, for which the Proponent's team 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 total fees;

17. 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.

18. 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.

19. 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.

20. Evaluation Criteria and Weighting

Proposals meeting the mandatory requirements will be evaluated.

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 DRFM Program, their intended role and their experience and qualifications,
- Length of Term of Contract – October 10, 2020 to December 10, 2020. The basis for determining Fees and Charges to the DRFM Program 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

21. 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 | 30 |
| Availability and Flexibility to perform the services | 20 |
| Experience & Qualifications of Firm and Team members | 30 |
| Financial Proposal (Rates and 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 |

22. Proposal Feedback

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

23. 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.

24. Key Assumptions:

- AutoCAD/AutoDesk and GIS/ESRI compatible products will be used;
- Documents are provided as Google Docs, MS Word compatible or PDF files

25. Signing Officers

- Chief Resilience and Flood Mitigation Officer

PROPOSAL SUBMISSION FORM

PROPOSALS THAT ARE UNSIGNED, INCOMPLETE, CONDITIONAL, ILLEGIBLE, OBSCURE, CONTAIN ARITHMETICAL 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: _____