

# TOWNSHIP OF TAY



**TENDER NO. 2010-14**

**REQUEST FOR PROPOSALS**

**FOR ENGINEERING SERVICES**

**FOR**

**CLASS EA**

**TAY TOWNSHIP**

**BOOSTER PUMPING STATION #3**

**TENDER CLOSING DATE IS: APRIL 29<sup>TH</sup>, 2010, 2:00:00 PM LOCAL TIME**

**Township of Tay  
450 Park Street,  
P.O. Box 100,  
Victoria Harbour, ON  
L0K 2A0**

**Nick Colucci, P. Eng.  
Director of Public Works  
(705) 534-7248 Ext. 224  
ncolucci@tay.ca**

**REQUEST FOR PROPOSALS**  
**BOOSTER PUMPING STATION #3**  
**VICTORIA HARBOUR**

**INTRODUCTION**

**Description**

The Victoria Harbour Water Treatment Plant which supplies the Booster Stations is categorized as a large municipal residential drinking water system. The plant serves an estimated population of 7,400 for the communities of Victoria Harbour, Port McNicoll, Waubaushene, Midland Bay Woods, and Bayberry Estates. The facility is capable of serving 8,000 consumers at a rate of 7,850 m<sup>3</sup>/day.

The Victoria Harbour Water System now consists of two (2) booster stations (where secondary disinfection is achieved through chlorine injection) and three (3) treated water storage standpipes.

The new booster station noted as Booster Station #3 will be located on Maple Street, R.O.W., West of Albert Street, Tay Township, County of Simcoe, Ontario.

The scope of work for providing the station which will be similar to Booster Pumping Station # 1 and will service the identified portion of Victoria Harbour and will include all constructions costs, engineering fees and contingencies.

The work plan and associated fees contained in this proposal account for the Preliminary and Detailed Design, Approvals, Contract Administration, and Inspection Services required for the completion of this project.

## **Contact**

Any clarification of this document or request for additional information required by the Consultants should be directed by facsimile or in writing to;

Mr. Nick Colocci, P. Eng.,  
Director of Public Works  
Township of Tay  
450 Park Street  
Victoria Harbour, Ontario, L0K 2A0.  
Telephone 705 534-7248, extension 224  
Facsimile 705 534-4493

During the submission process, no officer, agent or employee of the Township of Tay is authorized to alter orally any portion of these documents. Any alternations required will be issued to all Consultants as written addenda. Addenda shall be considered as an integral part of the contract documents. The Consultant shall list in his Request for Proposal document all the addenda considered when the Request for Proposal was prepared. Although every effort will be made to ensure that the bidders receive all the addenda, it is the responsibility of the bidder to ensure all addenda's issued have been received.

## **GENERAL TERMS AND CONDITIONS**

### **Closing Time and Date:**

Submission of detailed Proposals, in a sealed envelope, clearly marked as to contents, will be received no later than **2:00 p.m. local time, Thursday, April 29<sup>th</sup> 2010** and should be clearly marked "**Detailed Engineering Services for Victoria Harbour water Treatment Plant Class Environmental Assessment**" addressed to:

Township of Tay  
P.O. Box 100,  
450 Park Street,  
Victoria Harbour, Ontario, L0K 2A0.  
Attention: Nick Colucci, P.Eng.  
Director of Public Works

Three (3) copies of the Proposal are required.

Consultants responding to the Request for Proposal do so at their own risk. No cost for the Request for Proposal or receiving of the Proposal will be incurred by the Township of Tay.

**Consultants to Investigate:**

Consultants must satisfy themselves by personal examination of the location of the proposed work and by such other means as they may prefer, as to the actual conditions and requirements of the work. Consultants are not to claim at any time after the submission of the Proposal that there was any misunderstanding of the terms and conditions of the proposed work.

**Prices:**

The price for providing the Detailed Engineering Services for Class Ea Booster Pumping Station #3 for the Township of Tay – shall be submitted as part of the Request for Proposal.

**Courier / Facsimile:**

It is in the Consultant's interest that they do not submit the Proposal via a Courier Service. Some Courier Services will not accept Tenders / Proposals and therefore the consultant can not comply with our request to clearly identify the sealed envelope as a Request for Proposal.

Proposals sent by facsimile machine shall not be accepted.

**Engineering Services Agreement:**

The selected Consultant shall be prepared to enter into an agreement for Engineering Services.

### **Consultant's Indemnification:**

The Consultant shall indemnify and save harmless the Township of Tay from and against all losses and all claims, demands, suits, actions, recoveries and judgments of every nature and description made, brought or recovered against the Township of Tay by reason of any act or omission of the Consultant, their agents or employees, in the execution of their work.

The Consultant shall be responsible for any and all damages or claims for damages or injuries or accidents done or caused by them, their agents, subcontractors or employees resulting from the prosecution of the works, or any of their operations, or caused by reason of the existence of location or condition of the works, or of any materials, plant or machinery used thereon or therein, or neglect or omission on their part, or on the part of any of their agents, subcontractors or their employees to do or perform any or all of the several acts or things required to be done by them and by these conditions and such damages and claims for damages.

### **Insurance Requirements:**

The successful consultant must be a member in good standing with the Professional Engineers of Ontario, possess a Certificate of Authorization to Practice Engineering, and will be required to provide the following insurance:

#### **a) Comprehensive General Liability and Automobile Insurance**

The Insurance Coverage shall be \$2,000,000. for general liability and \$2,000,000. for automobile insurance. When requested, the Consultant shall provide the Client on our form proof of Comprehensive General Liability and Automobile Insurance (inclusive limits) for both owned and non-owned vehicles.

#### **b) Professional Liability Insurance**

The Insurance Coverage shall be in the amount of \$2,000,000. When requested, the Consultant shall provide to the Client satisfactory proof of Professional Liability Insurance carried by the Consultant and in accordance with the APEO Act, 1984 and Regulations therein.

**c) Change in Coverage**

It is understood and agreed that the coverage provided by these policies will not be changed or amended in any way, nor cancelled by the Consultant until sixty (60) days after written notice of such change or cancellations has been personally delivered to the client.

**Laws:**

The laws of the Province of Ontario shall govern the final contract with the successful Consultant.

**EVALUATION AND AWARD PROCESS:**

**Selection Criteria**

Proposals will be evaluated based on:

- a) directly related company experience
- b) qualifications, experience, references and involvement of each key member of the project team, sub-consultants and other specialists that will be used on this project
- c) overall methodology and approach to the project.
- d) office location and distribution of work

**Right of Rejection**

The Township of Tay reserves the right to reject any and all submissions.

**Award**

Award of the project is subject to approval by Council.

## **Request for Proposal Submission**

Three (3) copies of the proposal are required. The proposal should be submitted in a straight forward format. The following elements are to be included as a minimum:

1. Understanding of the project requirements and deliverables.
2. Proposed project methodology / approach.
3. Proposed scope of work activities to address the project
4. A list and brief description of similar projects completed within the last three (3) years where the key personnel have been involved. Information shall include date of projects and client reference names and telephone numbers. Key personnel shall include the project manager / team leader and all key staff for this project.
5. Names of project team personnel including key personnel, sub-consultants or other specialists to be assigned to the project, their qualifications, experience, expertise and involvement on the project.
6. A list and brief description of any and all work performed within the Township of Tay.
7. A list and brief description of any and all work performed for the Township of Tay.
8. A list of hourly rates and names for all personnel to be used on the project.

The Consultant is to provide a proposed work plan, including a time schedule and completion date that is comprehensive in addressing the undertakings outlined in the Terms of Reference.

The submission shall be limited to no more than twenty-five (25) pages including any and all generic brochures and the specific text directly related to the Request for Proposals.

## **SCOPE OF WORK:**

Completion of the Class Environmental Assessment requirements and Preliminary design for the booster station will be the fundamental objective of this assignment.

The station will be designed to ultimately supply 43.3L/s, corresponding to the peak hour demand for the identified service area. Sufficient fire protection may also be required and this additional flow provision should be incorporated for this area, if requested.

A present and future needs phasing strategy will be required for increasing the capacity of the station and include a chlorination system using sodium hypochlorite.

Standby power will be required inside the station, instrumentation and control, local PLC control, and remote SCADA monitoring and control.

Should the Township wish to use radio technology for SCADA communications to the WTP SCADA system, these provisions should be addressed.

Modifications to the existing SCADA system at the Victoria Harbour Water Treatment Plant is required to include this booster station.

Pressure reducing valve chambers will be required to maintain and manage the separation of two (2) pressure zones.

The fee estimate in this proposal includes engineering services based on the above and following services:

### **Project Management:**

- a) Meetings and correspondence with the client, review of invoicing, design and construction team coordination, and budget control.

### **Schedule B and Class EA:**

- a) Complete a Schedule B Class Environmental Assessment for the proposed booster pumping station. Develop Problem Statement, Prepare Notice of commencement, Identify and Evaluate alternative Solutions, circulate Stakeholders, Prepare Public Information Centre Display Boards, Conduct one (1) PIC, Compile and review stakeholders comments, meet to review

selection of preferred solution, finalize project file, issue Notice of Completion.

#### Preliminary Design:

- a) Geotechnical Investigation: Prepare a request for quotation and receive quotations from geotechnical consultants. Provide a recommendation letter to the Township on whom to retain as a geotechnical consultant for this project.
- b) Preliminary design report: prepare report showing general layout drawings, sizing of major components, control and SCADA description.
- c) Electrical utility coordination.
- d) WaterCad modelling to determine pressure conditions within the proposed developed areas. This will be required by the MOE and will assist in sizing the pump TDH's and operating pressure.
- e) Provide all of the above in a design report of sufficient content to submit to the MOE for approval.
- f) Preliminary cost estimate.

#### Detailed Design:

- a) Prepare Site Plan, Mechanical, Electrical, Control, and Structural Plans and corresponding specifications.
- b) Review drawings with client at 20% and 80% stage.
- c) Prepare tender contract documents and specifications using Standard Documents.

#### Approvals:

- a) Prepare MOE C of A application for Townships signature.
- b) ESA approval.

#### Tender:

- a) Arrange for preparation of tender documents.
- b) Attend tender period site visit.
- c) Answer tender questions and issue Addendums.
- d) Complete review of tender bids and prepare recommendations letter for award.

### Construction and Post-Construction:

#### Contract Administration:

- a) During 1 year maintenance period, allow approximately 40 hrs to follow up on deficiencies, final inspection, and payment certificates.
- b) During construction period allow sufficient time for overall assessments (assume 4 hrs/week for 52 weeks).

### Site Inspection:

- a) Full time inspection of underground works. (As required - assume 100 hrs.)
- b) Part time inspections of above ground works. (As required – 100 hrs.)

### Operations and Maintenance Manual Update:

- a) The existing Tay Area Water System O & M will be updated to include the new booster station.

### As-Built Drawings:

- a) Based on records collected during visits and information provided by the contractor. As-built will not be sealed.

### Start-up and Commissioning:

- a) Two (2) days allowed for testing and troubleshooting.

### Invoicing and Payment:

- a) Invoicing will be issued every month based on the services completed during that period and are due in 30 days including applicable GST/HST fees.

## **ENVIRONMENTAL ASSESSMENT:**

a) Evaluation criteria for of the alternatives should include technical feasibility, reliability, life cycle cost, and the net effect on natural, social, cultural, and economical environments.

b) Prepare and file the Environmental Study Report (ESR) for the 30 day public review period. Respond to any and all concerns raised during the review period.

c) The consultation program will include but not be limited to preparation for, attendance at the follow up regarding two (2)public consultation meetings as per the Class EA Process.

The consultant shall identify all appropriate parties to be contacted and maintain a database of contracts and parties interested in the project.

Respond to issues raised during the consultation process and document all consultation exercises for the inclusion in the Environmental Study.

### **Preliminary Design**

- a) Prepare preliminary layouts (plans and sections) for all facilities, preliminary process and instrumentation diagrams for treatment, pumping, preliminary lists of major process equipment indicating materials, preliminary specifications, etc.
- b) Define design concepts and the fundamental design parameters required for final design, for all major systems.
- c) Prepare a detailed work plan, schedule and cost estimates for the Design and Construction Stage of the project.
- d) Prepare the Preliminary Design Report which shall include: preliminary layouts (plans and specs) for facilities, preliminary process and instrumentation diagrams for treatment, and pumping, preliminary lists of major process equipment. The Preliminary Design Report shall include the preliminary design preferred alternative, including the design concepts and the fundamental design parameters required for the final design, for all systems. The Report shall also include the schedule and cost estimate for the design and Construction of the preferred solution.

**SITE MEETING** : There will be a information site meeting as follows:

Date: Thursday, April 15, 2010 at 10:00 a.m.  
Location: Maple Street, R.O.W., West of Albert Street  
Victoria Harbour, On.

Consultants must be in attendance and registered for their submission to be considered in the evaluation process.

The purpose of the meeting is to provide additional information and to answer questions concerning the project.

Any new information or project changes given at the meeting will be covered by an addendum to the Request for Proposal which will be issued prior to the closing date.

An envelope for submission of proposals will be provided at the mandatory site meeting.

**SUMMARY OF MATERIAL TO BE MADE AVAILABLE:**

The Township of Tay will make its best efforts to provide the following materials:

1. Copies of construction drawings showing work previously performed in the area.
2. Data as requested.