



# Request for Proposals

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## Professional Engineering Services for Englishman River Water Service (ERWS) Chemical Room Safety Audit

### Closing:

Proposal must be received before **Friday, August 2, 2024** at 3:00 pm Local Time

### Closing Location, By Email Only:

[sdoiron@parksville.ca](mailto:sdoiron@parksville.ca)

### Contact Person:

Simon Doiron  
Manager, Utilities  
[sdoiron@parksville.ca](mailto:sdoiron@parksville.ca)  
250 951-2477

**Proposals will not be opened publicly**

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## 1.0 INTRODUCTION

The City wishes to retain the services of a professional consultant to conduct a chemical safety review of the ERWS Water Treatment Plant Chemical Room. A chemical safety review audit examines the chemical hazards and provides control measures to bring the risk to an acceptable level compliant with WorkSafeBC and any other applicable safety regulation. This work shall be led by a qualified professional.

## 2.0 SCOPE OF WORK

The following works present the minimum work plan and submissions required. Additional items may be included by the proponent wherever they believe those items are required or would bring greater value to the City.

The project must be described completely and accurately. The main body of the proposal must clearly state the proposed work and indicate how the awardee will meet specific objectives and performance measures for the period of the proposed work.

The general scope of work to be addressed by the proponent must include, but not be limited to:

### GENERAL SERVICES

- Conduct a project kickoff meeting to be held at the ERWS Water Treatment Plant office, 1116 Herring Gull Way, Parksville, and a site walkthrough with City Operations staff. Agenda and meeting minutes are to be provided by the proponent prior and following the meetings.
- Complete a safety process audit review and identify potential hazards these chemicals pose including cross mixing and identify steps industry are taking to prevent potential incidents, ensuring compliance with WorkSafeBC and any other applicable safety regulation.
- Review drawings, specifications, O&M documents, and outline items that do not meet standards. This shall include all tanks, piping, fittings, gaskets, valves, pumps, chemical skids, instrumentation devices, vent pipes, spill containments, scrubbers, etc.
- Complete a thorough audit or inspection of the installed components and provide a list of deficiencies for items that 1) do not meet technical and safety standards and 2) installed but not per the drawings and specifications.

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- Discuss and review with Operations staff on chemical storage, chemical transfer, traffic movement using forklift for totes, etc. and outline areas for improvement.
  - Outline any assumptions and methods used to carry out the assessment.
  - Provide a costed (conceptual) and prioritized plan to deal with any identified deficiencies.

## DELIVERABLES

Deliverables required at milestones of the project include, but are not limited to:

- Draft and final technical reports, sealed by a professional engineer. One edit of the draft report should be allowed for following review of draft.

## SUPPORT INFORMATION

Drawings and documents are provided in **Appendix 2**.

## 3.0 SCHEDULE

The following dates, other than the Request for Proposal (RFP) closing date, are guidelines only and may be adjusted based on the schedule proposed by the successful proponent.

RFP Closing Date:	<b>Friday, August 2, 2024</b>
Anticipated Award Date:	<b>Friday, August 9, 2024</b>
Kickoff meeting	<b>Monday Aug 19, 2024</b>
Draft Report	<b>Friday, October 4, 2024</b>
Final Report	<b>Friday, October 18, 2024</b>

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## 4.0 PROPOSAL FORMAT

This section describes the expectations for proposal formatting. Any proposal submitted should be in general alignment with these expectations to facilitate comparative evaluation.

### COVER LETTER / INTRODUCTION

Provide a single-page cover letter that succinctly demonstrates the proponent's understanding of key project issues and associated risk(s), experience, and strategies to make the project successful. The letter must include the name, address, telephone number, email address, title, and signature of the proponent's contact person for this proposal.

### PROJECT TEAM, CORPORATE COMMITMENT AND PAST PERFORMANCE

Establish that the proponent's organizational structure and proposed team, including subconsultants and specialists, has the necessary technical and managerial knowledge to successfully complete the requirements of this project. As well, confirm the proponent's corporate commitment to the adhering to the terms and conditions of this RFP.

- Provide a brief introduction of the proponent's company and any required subconsultants.
- Identify the primary contact for the project. Should this primary contact not have the signing authority required to execute an agreement with the City, identify the individual who will fulfill this role in addition to the primary contact.
- Summarize the past relevant experience and performance of the proposed team's key personnel on similar works to those described within this RFP.
- Provide an organization chart showing the names and responsibilities of key personnel.
- Provide resumes (maximum two pages in length) for key personnel.
- State the corporate commitment to maintaining the proposed staffing for the entirety of the project and acceptance that subsequent substitution of staff and/or subconsultants shall be submitted in writing for review and approval by the City. Acceptance of any requested substitution is at the sole discretion of the City. The City reserves the right to request that the successful proponent replace a staff person assigned to the contract should the City consider such a replacement to be in the best interests of the City.
- State the corporate commitment to completing this project within the scope, budget, and timelines outlined.
- State the corporate acceptance of the terms and conditions of this RFP and attached Professional Services Agreement. Any deviation or exceptions to the terms and conditions

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included within this RFP must be fully described. Any proposal which contains terms or conditions that are contrary to, or inconsistent with, those included within this RFP may be rejected at the discretion of the City.

- Confirm that the proponent carries adequate insurance, meeting or exceeding the levels specified within the Professional Services Agreement, and that proof of the required insurances will be submitted upon request.
- Include a completed copy of section 8.0 *Proposal Commitment* from this RFP.

#### **PROJECT UNDERSTANDING, SAFETY PROGRAM, METHODOLOGY, TASK LIST, AND DELIVERABLES**

Communicate in detail the proponent's understanding of the project, its requirements, and important issues. Describe both the project management and technical methodologies proposed to be used. Clearly indicate all services which are to be included, excluded, optional, or to be provided by others.

- Describe the proposed methodology and approach to manage the project, as well as identification and management of risks to the project and how those risks will be managed.
- Identify areas where innovative solutions supporting the purpose of the project are proposed and how they could be leveraged to drive project success.
- Provide a description of the communication requirements and expectations between the City and the successful proponent.
- Describe and detail the proponent's approach and methodology for their approach to safety, including submitting a Safety Plan / Safety Program compliant with WorkSafeBC and any other applicable safety Regulation. (CORE certification is considered an asset) that ensures the safety of staff, , and any contractor for the duration of the project.
- List all phases of work, breakdown each phase into tasks, and discuss what is to be undertaken for each discrete task. Identify deliverables for each phase of work. At a minimum, the phases of work and deliverables listed in Section 2.0 Scope of Work of this RFP must be present. Additional phases and deliverables proposed to support innovative solutions or project management strategies will be acceptable.
- Provide a Gantt chart style schedule of each task and deliverable required to successfully complete all phases of work. The schedule is to start at the Anticipated Award Date listed in section 3.0 Schedule of this RFP. The schedule should include fifteen (15) working days for review of all submissions to the City.

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## FEES

Provide a fee schedule matching the phasing and detailed tasks proposed.

- The fee schedule must be broken down for ease of budgeting, and must identify:
  - Hourly rates and number of hours budgeted for each team member to complete each task proposed;
  - Any expected travel time, expenses, and disbursements required to complete each task proposed; and,
  - A total cost for each proposed task, a subtotal for each proposed phase of work, and a total cost for completion of the project.
- State the proponent's commitment to maintain hourly rates for all staff and any required subconsultants for the duration of the project.
- Hourly rates listed in the fee schedule shall be used for any extra work that is negotiated during the course of the contract.

## 5.0 PROPOSAL EVALUATION CRITERIA

The City will evaluate each proposal submitted on the basis of how well the proponents respond to the requirements of the RFP. Each submission will be assessed using a matrix scoring system as set out below. **Any submission received which does not include required elements will be deemed non-compliant and ineligible for award.**

### PROJECT TEAM, CORPORATE COMMITMENT AND PAST PERFORMANCE - 40%

- Relevant experience
- Years of experience
- Professional accreditation
- Quality management processes
- Recent similar projects successfully completed by the project team
- Proven ability to efficiently collect, organize, and analyze information on existing site conditions over a large area and produce actionable recommendations

### PROJECT UNDERSTANDING, SAFETY PROGRAM, METHODOLOGY, TASK LIST, AND DELIVERABLES – 40%

- Ideas for innovation and methods to deliver maximum value to the City
- Demonstrated understanding of project risks, opportunities, and requirements

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- Safety Program and Philosophy
  - Clearly articulated, well-detailed plans for each project phase. Breaking down each phase of work into the tasks to be undertaken and deliverables to be issued

## FEES – 20%

## 6.0 EXTRA WORK

The consultant must receive written approval prior to commencing any additional works which will affect the project cost or schedule. The consultant is to submit a Change Order indicating the impact these extra or additional works will have on the project for written approval from the City.

A Change Order must also be submitted in the event the consultant's fees will exceed the original proposal amount (i.e. change to original budget must be requested and must be approved in writing). In this situation, the consultant may be requested to provide scope change alternatives to meet the original budget.

An invoice encompassing additional works that has not been approved in writing will not be accepted by the City.

## 7.0 PROPOSAL SUBMISSION

### 7.1. General

Before submitting proposals, proponents must satisfy themselves about the nature and location of the work, local conditions, the professional services, equipment, technology and facilities needed for the execution of the work, and all other factors that might have a bearing on their proposal. Proponents are fully responsible for obtaining all information required for the preparation of proposals and the execution of the work.

Proponents are solely responsible for their own expenses in preparing and submitting proposals, and for any meetings, negotiations, or discussions with the City or its representatives and consultants, relating to or arising from this RFP. Proponents agree that by participating in the RFP process, and/or submitting a proposal, they have no claim for compensation.



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## 7.2. Inquiries

All inquiries regarding this request for proposal must be directed to:

**Simon Doiron**  
Manager, Utilities  
[sdoiron@parksville.ca](mailto:sdoiron@parksville.ca)

All requests for information (RFI) related to this RFP are to be submitted in writing by email at least 4 calendar days prior to the Closing Date.

## 7.3. Instructions, Terms, and Conditions

The following terms and conditions will apply to this Request for Proposal. Submission of a proposal indicates acceptance of all the terms that follow and that are included in any addenda issued by the City.

- Proposals must be received by the **Closing Date**.
- Proposals should be emailed to [sdoiron@parksville.ca](mailto:sdoiron@parksville.ca).
- Proponents are cautioned to carefully read and follow the instructions, terms and conditions required by this Request for Proposal as any deviation, omission, as well as any inaccuracies or misstatements may be cause for rejection. However, the City reserves the right, at its sole discretion, to waive minor irregularities and defects in a proposal and proceed with that respondent.
- Proposals must be executed by an authorized signatory of the proponent utilizing the Proponent Commitment section of this Request for Proposal.
- All proposals and subsequent information or material received shall become the property of the City and will not be returned. The proposals will be held in confidence by the City subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.
- Proposals may be withdrawn by written request only to [sdoiron@parksville.ca](mailto:sdoiron@parksville.ca) at any time prior to the scheduled closing time. Proposals remain valid and may not be withdrawn, for a period of sixty (60) days following the deadline date for submission of proposals.
- Prior to the deadline date for submission of proposals, proponents must not contact any other representative of the City regarding this Request for Proposal, other than the designate for this project. Unauthorized contact with any City representatives, including members of City Council, may be cause for the rejection of the proponent's proposal.
- The City is under no obligation to award a contract as a result of this Request for Proposal and reserves the right to terminate this Request for Proposal process for any reason, at

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any time. The City may then do nothing, re-tender, sole-source or complete the work with the City's own forces.

- No proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this Request for Proposal process, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.
- This Request for Proposal and the successful proponent's response may form part of any contract or professional services agreement entered into with the City of Parksville.
- Any information acquired about the City by a proponent during this process must not be disclosed unless authorized by the City, and this obligation will survive the termination of the Request for Proposal process.
- The proponent, including all consultants, subconsultants, corporation or individual members of a proponent, will promptly disclose to the City any potential conflict of interest and existing business relationships they may have with the City or evaluation committee. The City reserves the right to disqualify any proponent who in its opinion has a conflict of interest, whether such conflict exists now or is likely to arise in the future.
- Pricing will be firm for the contract period unless this Request for Proposal states otherwise. All prices quoted are to be in Canadian funds including fees, charges, contingencies and applicable taxes.
- Any dispute arising from this Request for Proposal, or subsequent agreement, will be resolved according to the laws of the *Province of British Columbia*.
- Using a subcontractor (who must be clearly identified in the proposal) is acceptable. This includes a joint submission by two proponents having no formal corporate links. However, in this case, one of these proponents must be prepared to take overall responsibility for successful interconnection of the two products and this must be defined in the proposal.

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## 8.0 PROPOSAL COMMITMENT

**This section must be completed by the proponent and included as an appendix with their submitted proposal:**

Provided that this proposal is accepted within sixty (60) calendar days from the closing date, the undersigned agrees on behalf of the company named below, to supply the goods and services listed at the prices quoted, under the terms and conditions set forth in this RFP document, the proponent's proposal, any and all addendum, which shall together form the agreement. This proposal is valid and enforceable for a period of not less than sixty (60) days following the closing date. In accordance with the terms, conditions, instructions and specifications the undersigned agrees to supply products and services at the prices quoted.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Signature of Signing Officer: \_\_\_\_\_

Printed Name of Signing Officer: \_\_\_\_\_

Title of Signing Officer: \_\_\_\_\_

Date: \_\_\_\_\_

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*Appendix 1*

*Sample Professional Services  
Agreement*

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*Appendix 2*

*Drawings and Documents*

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