



REQUEST FOR PROPOSAL

NWRFP-19-16

Utility Modelling Analysis

Closing Time:

Wednesday, July 3, 2019

3:00 PM, Local Time, Vancouver BC

Closing Location:

Main Information Desk
City of New Westminster

511 Royal Avenue,
New Westminster, BC, V3L 1H9

Further requests for information :

Purchasing: Gilbert Matembe, SCMP

Intermediate Buyer

Email: nwpurchasing@newwestcity.ca

PROPONENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in the Request for Proposal; we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

CORPORATION OF THE CITY OF NEW WESTMINSTER

PART 1

RFP PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1** The City of New Westminster is seeking qualified firms to conduct ongoing modelling analyses and site servicing reviews for new developments in order to determine the impact to the City's water distribution, sanitary and storm sewer systems. The City currently has a water model for the whole city. A sewer and drainage model is available for the mainland area, and a sewer model is available for the Queensborough area. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.2** The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.3** This is a request for proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.
- 1.4** The city, at its discretion, reserves the right to;
- a) select a Proposal that deviates from the requirements of this RFP;
 - b) modify this RFP at any time.
- 1.5** Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.
- 1.6** This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.7** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
- a) Changes to the requirements or Scope of Work proposed by the Proponent;
 - b) Price; and
 - c) Specific contract details as deemed reasonable for negotiations by the City.

2.0 PROPOSAL INSTRUCTIONS

- 2.1** One (1) electronic and three (3) hard copies (one to be unbound, electronic to be single PDF) of the Proposal, are to be submitted and clearly marked on the outside envelope or box as follows:

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Utility Modelling Analysis
 Attention: Purchasing Manager

- 2.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 2.3** It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the stated closing time. The City does not accept facsimile, electronic mail, or other unsealed submissions.

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2.4 Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFP. The City intends to respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time. The City will record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-proposals-open>

3.0 CONTRACT REQUIREMENTS

3.1 The City's goal is to create a shortlist of up to four (4) qualified Consultants/Firms with expertise, in the City's opinion, in providing the required services noted in Part 2 – Business Requirements

3.2 Each Supplier will operate under a Master Services Agreement (MSA), and will be awarded work through a Resource Request Procedure. Suppliers will sign a Statement of Work (SOW) for each specific assignment.

3.3 The Master Services Agreement (MSA) will be valid for a period of three (3) years from award. The SOW may run beyond the Master Services Agreement, depending on date signed, to accomplish the required work

4.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

4.1 All documents submitted with your Proposal will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Proponent may stipulate in their Proposal that a portion(s) of their Proposal that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

5.0 INSURANCE, PERMITS AND LICENSES

5.1 The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:

a) Professional Liability Insurance of one million dollars (\$1,000,000)

5.2 The successful Proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

6.0 LIVING WAGE EMPLOYER

Effective January 1, 2011, the City of New Westminster became a "Living Wage Employer". As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$19.50 per hour, assuming the employer provides no benefits.

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In order to determine an employee’s hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following website to determine your compatibility.

http://www.livingwageforfamilies.ca/living_wage_calculator

The City includes in all its competitive bid documents a Declaration referencing the City’s expectations with regards to compliance of the Policy (attached as Appendix A). **Completion and submission of the Declaration is required prior to Contract award.**

In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City’s [Living Wage Page](#) for further information.

7.0 EVALUATION AND SELECTION PROCESS

7.1 The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City’s opinion offers the best value for the services requested.

7.2 The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.

7.3 Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Company Profile	10
Understanding of Assignment/Approach	25
Project Manager & Team Experience	30
Value Added	10
Cost	25
Total	100

7.4 The City, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

7.5 The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 1 – 2 months.

8.0 NEGOTIATIONS

8.1 The award of a contract may be subject to negotiations with the lead Proponent(s) that is deemed to provide the best value to the City. Such negotiations include, but not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Proponent(s)
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City

8.2 If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent(s), the City may, at its discretion at any time thereafter, terminate negotiations with the

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lead Proponent(s) and either enter into negotiations with the next qualified Proponent(s) or cancel the RFP or negotiate with another supplier.



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PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK

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1.0 BACKGROUND

The City has a Master Water Plan and Master Sewer Plan that were updated in 2015:

- Master Water Plan

The City of New Westminster's existing water distribution network has over 220km of pipes, 700 hydrants and 14 pressure-reducing valves. Water is supplied to the City through 45 connections to the GVRD mains. The City's water distribution system services the 68,500 residents along with local businesses and industrial properties.

Previous water modelling and planning work was completed in the early 1990's. This coupled with the pressures of development and aging infrastructure triggered the City in 2008 to commission Earth-tech to develop a new water model (Infoworks) and complete the Master Water Study to assist with planning capital infrastructure upgrades and prioritization of expenditures. In 2015, the City subsequently completed another update to the Master Water Study.

- Master Sewer Plan

The City of New Westminster's existing sewer system has 150 km of combined sewers, 60 km of storm sewers, 33 km of sanitary sewers, 29 sanitary pump stations and 7 km of sanitary forcemains. The City's sanitary and combined sewers drain to the GVRD trunk sewer collection system for conveyance to Annacis Island Waste Water Treatment Plant. During minor and major rainfall events, the low flows in the sewer system are conveyed to the GVRD sewers but high flows are often restricted from entering these sewers due to overflow weirs. Overflows at these weirs, referred to as Combined Sewer Overflows (CSO's), are directed into another sewer or a storm sewer that flows into either the Fraser or Brunette Rivers.

Previous sewer modelling and planning work was completed in the late 1990's. With ongoing urban development, growth and re-development, the City commissioned Earth-tech to develop a new sewer network model (Infoswmm) and complete the Master Sewer Servicing Study (MSSS) in 2008 to assist with planning capital infrastructure upgrades and prioritization of expenditures. This sewer study did not include the Queensborough Drainage system. In 2015, the City subsequently completed another update to the Master Sewer Study.

2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK

The City of New Westminster is seeking qualified firms to conduct ongoing modelling analyses and site servicing reviews for new developments in order to determine the impact to the City's water distribution, sanitary, and storm sewer systems, and provide recommendations for upgrades where required. Scope of work may include but is not limited to:

- Collection and review of information pertaining to the development (i.e. proposed loading for water, storm and sanitary fixtures) from developers consultants using standard form provided by City,
- Meet with City staff, if necessary, to streamline delivery of site servicing by discussing and resolving any issues that may affect analysis,
- Update and review of sanitary sewer peak flow rates in the hydraulic model and confirm downstream sanitary sewer capacities (incl. existing combined sewers),

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- Update and review of runoff coefficients and storm sewer peak flow rates in the hydraulic model and confirm downstream storm sewer capacities (incl. existing combined sewers),
- Update and review of water supply loading (domestic and fire) in the hydraulic model and confirm distribution system capacities (not including field fire flow tests),
- Recommend system improvements:
 - Use the system deficiency results to determine location of upgrades
 - Rerun the model with the recommended upgrades and report improvements to system capacity (hydraulic and fire flow capacities)
- Discuss development applications/reviews with the City’s Engineering Department staff and meet regularly to effectively communicate scope and schedule for deliverables,
- Update the respective water and sewer (sanitary and storm) hydraulic models with record drawings post-development.

3.0 SUBMISSION REQUIREMENTS

3.1 Proposals should not exceed ten (10) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All proposals must include and clearly identify:

- a) **Cover Page:** Front page of this RFP with the required Proponent information filled out and signed.
- b) **Executive Summary:** (1 page) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this assignment
- c) **Understanding of assignment and Approach:** A brief outline of the Proponent’s understanding of the assignment and a detailed work program and methodology to successfully achieve the objectives
- d) **Project Team/Experience:** The proposed project team complete with brief resumes, describing each person’s role in this project and their qualifications and experience to successfully take on the role
 - Indicate specifically who the potential project manager(s) will be and their experience
- e) **Value Add:** Provide a description of your organization’s unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project
- f) **Cost:** Scope and fee provided for a typical single or multiple residential lot development including single family and multi-family uses (lump sum):

Full Utilities Review

Task	Cost (\$)
Project Management	
Review of Sanitary Sewers	
Review of Storm Sewers	
Review of Water Supply	
Letter Report	
Subtotal – Labor	

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Disbursements	
Estimated Total Cost	

Separate Utilities Review

Task	Total Cost (\$)
Water Only	
Sanitary Only	
Drainage Only	
Water & Sanitary Only	
Water & Drainage Only	
Drainage & Sanitary Only	

- Rate Structure for additional work or other modelling analysis assignments including consideration of adjacent/multi-use developments, or developments other than single family or multi-family lots:

Personnel	Rate (\$/hr)
Project Manager	
Senior Reviewer	
Water Lead	
Sanitary Lead	
Drainage Lead	
CAD/GIS Support/Admin/Billing Support	

- g) **Living Wage Declaration:** As per Part 1, section 6
- h) **References:** Complete the attached table of references below

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REFERENCES

Please provide three (3) references for companies in British Columbia for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

Reference 1	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 2	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 3	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

- 1.1** The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Proponent.

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APPENDIX B

DECLARATION – LIVING WAGE EMPLOYER

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DECLARATION – LIVING WAGE EMPLOYER

I, _____ as a duly authorized signing officer of

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____

Authorized Signatory:

Dated:
