



## REQUEST FOR PROPOSAL

**NWRFP-23-02**

### **Sapperton Substation Feasibility Study**

**Closing Time:**

Tuesday, April, 04, 2022  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

upload to [https://fileshare.newwestcity.ca/filedrop/purchasing\\_submissions](https://fileshare.newwestcity.ca/filedrop/purchasing_submissions)

**Further requests for information :**

**Purchasing: Patrick Shannon, SCMP**  
Purchasing Manager

Email: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)

<b>PROPONENT NAME</b>		
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 pursuing the installation of a substation in the Sapperton area to connect to the BC Hydro's 69kV transmission source and is seeking a consulting engineering company to undertake a Feasibility Study for a new substation in the Sapperton area. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.2 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.
- 1.3 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.
- 1.4 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.
- 1.5 This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 1.6 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 Proposals should be submitted electronically in one (1) Adobe (PDF) file with Subject "NWRFP-23-02 Submission" in the Subject to [https://fileshare.newwestcity.ca/filedrop/purchasing\\_submissions](https://fileshare.newwestcity.ca/filedrop/purchasing_submissions)
- 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 closing time indicated on the title page of this Request for Proposal. The City does not accept facsimile or other unsealed Proposals.
- 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

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<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 anticipates that any contract arising from this RFP will be based on the City's Consulting Services Agreement and Statement of Work provided by the consultant.

[https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement\\_policy.php](https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement_policy.php)

### **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) Commercial General Liability Insurance protecting the City, for an amount of five million dollars (\$5,000,000) naming the City as additional insured;
- b) Professional Liability Insurance of one million dollars (\$1,000,000)

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

### **6.0 LIVING WAGE EMPLOYER**

**6.1** Effective January 1, 2011, the City of New Westminister 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 \$24.08 per hour, assuming the employer provides no benefits.

**6.2** 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](http://www.livingwageforfamilies.ca/living_wage_calculator)

**6.3** 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.**

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**6.4** 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** The City intends to evaluate Proposals based on the following criteria and weighting:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Schedule of Prices	30%
Company Profile – not evaluated	n/a
Employee Capabilities and Experience	10%
Organization Capabilities and Experience	20%
Business Process	30%
Value Add	5%
Social and Sustainable	5%
References	<b>Pass/Fail</b>
<b>Total</b>	<b>100</b>

**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 2 – 3 months.

### **8.0 NEGOTIATIONS**

**8.1** The award of a contract may be subject to negotiations with the lead Proponent 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
- 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, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.



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**PART 2**

**BUSINESS REQUIREMENTS AND SCOPE OF WORK**

## **CORPORATION OF THE CITY OF NEW WESTMINSTER**

### **1.0 BACKGROUND**

- 1.1** The City of New Westminster is planning to construct a new electrical substation to meet the load growth in the Sapperton area. The City purchases power at the transmission level from BC Hydro and distributes it through its own 12kV distribution system.
- 1.2** This proposed substation will serve as the fourth substation in the region to service existing and future City load in the Sapperton area, alleviate a distribution back up, as well as provide back up for other City substations. Anticipated connection is for 2030.
- 1.3** Land was acquired at 151 Spruce Street for the purposes of building a new substation as well as other City needs. To supply power to the new substation, the project proposes to tap BC Hydro's 69 kV transmission line 60L17 through the construction of a raised tap structure. Details of the interconnection will be spelled out in a proposed interconnection agreement to be negotiated between the City and BC Hydro. A System Impact Study will also need to be completed by BC Hydro.

There are multiple stakeholders with an interest in the energization of this new source:

- a) The City of New Westminster Electrical Utility, which may own, operate and maintain the substation; and/or own and contract out the operation and maintenance of the substation;
- b) BC Hydro, which will provide the transmission supply;
- c) Area residents and businesses, who may take an interest in the location of the substation and the infrastructure required to support it;
- d) Adjacent landowners/businesses may have concerns that the utility of their property may be compromised by the construction of a substation;
- e) Other City of New Westminster municipal departments responsible for urban design and aesthetics;
- f) Environmental regulatory bodies; and,
- g) Ministry of Transportation and Infrastructure, if new transmission or distribution infrastructure is required on numbered highways
- h) Metro Vancouver (new West interceptor located on western property line)
- i) The various railways adjacent to the property

### **2.0 BUSINESS REQUIREMENTS & SUMMARY OF WORK**

- 2.1** The Consultant is required to examine the feasibility of building a substation at the proposed location.
- 2.2** The entire project will unfold in five phases. The first phase is the Feasibility Study, which is the scope of this RFP. The second phase, the Pre-Design phase, includes a Class 3 estimate (accuracy range on the low side of -10% to -20%, and from +10% to +30% on the high side), as well as the BC Hydro Power Application. Phase three is the design of the substation, phase four is construction, and phase five is commissioning and energization. This RFP is for phase one only, the Feasibility Study.
- 2.3** See Appendix B – Feasibility Study for more information on the expectations and requirements.

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### 3.0 SUBMISSION REQUIREMENTS

3.1 Proposals should be concise and directed to the requirements of this RFP. 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) **Submission Document:** See Appendix C Submission Document, this contains the questions that requires a response.
  - 1) Review each question and answer in the space provided.
  - 2) Do not change the font size or layout.
  - 3) Be aware of any page or paragraph limits related to a question.
  - 4) Be succinct and precise in your answers.
  - 5) All answers should be relevant to this RFP.
  - 6) Attach all appendices (if applicable) to the back and submit as one (1) PDF document. The City will accept multiple PDF documents but each document must be clearly labelled.
- c) **Living Wage Declaration:** As per Part 1, section 6.



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**APPENDIX A**

**DECLARATION – LIVING WAGE EMPLOYER**

**CORPORATION OF THE CITY OF NEW WESTMINSTER**



**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:

\_\_\_\_\_

\_\_\_\_\_



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**APPENDIX B**

**FEASIBILITY STUDY REQUIREMENTS**

## **CORPORATION OF THE CITY OF NEW WESTMINSTER**

### **1.0 FEASIBILITY STUDY**

- 1.1** The purpose of the study is to examine and evaluate the options available to the City for a new source in the Sapperton area. The City has a proposed location for the Sapperton substation, located at 151 Spruce Street. The City requires a dual transformer substation at this location. The following items are to form part of the feasibility study:
- a) Develop a Single Line Diagram (SLD) for the substation
  - b) Estimate high-level costs (Class 4 estimate – accuracy range Low -15% to -30%, High +20% to +50%)
  - c) Examine the feasibility of placing a substation at this site and provide a conceptual substation layout
  - d) Inputs to the BC Hydro System Impact Study
  - e) Preliminary sizing of the substation transformers (transformers need to be dual 25/12kV transformers)
  - f) Preliminary design of the transmission interconnection structure
  - g) A basis of design for the various aspects of the substation
  - h) A summary of the station design by engineering discipline
  - i) Determine the risks associated with building a substation at this site including environmental and geotechnical risks
  - j) Provide a recommendation to the City.

### **2.0 SCOPE DESCRIPTION**

- 2.1** This RFP covers the engineering work for the following project (the Project):

#### **Project Requirements**

- a) Kick-off meeting and site meeting.
- b) Input data review – review all ratings and specifications of existing City infrastructure to ensure consistency of new recommended equipment to existing where appropriate.
- c) Coordination with BC Hydro
- d) Ensure that the design meets the City’s reliability requirements.
- e) The study should be based on current BCH design guidelines for substations

#### **Feasibility Study Activities**

- a) Develop substation and distribution single line diagram to finalize the scope of work for pre-design.
- b) Prepare a class 4 estimates with -30%/+50% accuracy
- c) Recommend the best solution for the City with budget.
- d) Develop pre-design estimate for recommended option.
- e) Review design with City and finalize recommendation.

- 2.2** The following Work is included:

- a) This work includes one (1) visit to New Westminister to visit the proposed location, examine existing transmission and distribution, and determine possible layouts.
- b) The goal of the site visit is to perform inspection and measurements of the “as is” state of the proposed locations and determine the risks and benefits for this site.

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### **3.0 INPUTS THE CITY WILL PROVIDE**

#### **3.1** The City is able to provide:

- a) Access to sites
- b) Metering / Protection / Communications requirements consistent with the City's operating systems
- c) Estimated land cost
- d) Zoning requirements for Industrial/Utility zoning, (setbacks, etc.)
- e) Safety orientation and overall onsite supervision
- f) Any other information if requested and available
- g) Any historical environmental and geotechnical reports previously generated for this site
- h) Records of existing and proposed underground conduit in the area
- i) Existing and proposed communication links between Sapperton and the main Utility operations office

### **4.0 DELIVERABLES**

#### **4.1** The consultant will provide:

- a) One printed copy of the SLD's as defined above stamped and signed by a professional engineer registered with Engineers and Geoscientists British Columbia (EGBC)
- b) One electronic copy of the drawings in Adobe (PDF) format including a site layout drawing
- c) Review of the agreed upon option with BC Hydro to initiate the Power Application
- d) Class 4 cost estimate
- e) Draft copy of the feasibility report for review
- f) Final copy of the feasibility report after revisions are complete; final copy will be signed and sealed by the engineer of record

#### **4.2** The City may choose to expand the scope of work to include the following additional items:

- a) Constructability review of the conceptual design
- b) A proposal for the Pre-Design of the substation including pre-loading design
- c) Developing and submitting the application for power to BC Hydro
- d) Report on various options for substation transformation (i.e. 25MVAs, 40MVAs or 50MVAs)
- e) Feasibility of adding feeders to the City's two other substations at NWR and RO2 and associated cost estimate for these additional feeders



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**APPENDIX D**

**STATEMENT OF WORK**

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**STATEMENT OF WORK**

**Project Objective**

Outline the project objective here

**Description of Services**

Provide a complete list of the work that will be completed

**Deliverable Specifications and Acceptance Criteria**

Provide a full overview of what will be delivered or provided and what would be considered as an acceptance criteria.

**City Responsibilities**

Provide a list of responsibilities that the City is responsible for.

**Assumptions**

Indicate what assumptions are agreed on by both parties.

**Project Plan/Schedule**

Provide a complete project plan, include major milestones and schedule. Where applicable point to an additional Appendix to provide charts etc

Please highlight all interdependencies that may impact schedule or milestones.

Include start and end date

**Key Personnel**

Provide the names and roles of the Contractor's key personnel.

**Out of Scope**

Indicated what tasks/deliverables are out of scope for this SOW

**Cost and Fees**

Provide a complete list of costs and if they are deliverable or milestone payments. Include where applicable hourly rates or other costs.

**Other**

Enter in this area, project requirements not outlined above.