



Request for Proposals (RFP)

RFP NO. 2019-01

FOR THE PROVISION OF ENGINEERING SERVICES FOR A STORM DRAINAGE STUDY.
MODEL AND PRELIMINARY DESIGN

Proposals will be received at:

City of Dauphin
c/o Bill Brenner, C.E.T., Director of Public Works & Operations
100 Main Street South
Dauphin, MB R7N 1K3

On or before 4:00 p.m. CDT Time on Friday June 7, 2019.

Electronically submitted or faxed proposals will be accepted on or before the closing date and time if sent to email: bill.brenner@dauphin.ca or fax: 204-622-3291.

RFP documents may be obtained from the City website or MERX.

ADDENDA

Proponents are required to check the City's website or the MERX website for any updated information and addenda before the closing date at the following website addresses:
<http://www.dauphin.ca> or <http://www.merx.com>.

The City reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by the Proponents in preparing a response. Proposals may be selected in part or in their entirety from the bidder.

Should there be any discrepancy in the information provided, the City's original file copy shall prevail. Proposals will not be opened in public.

Bill Brenner, C.E.T., Director of Public Works & Operations
Date of issue: March ??, 2019

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1. SUMMARY AND BACKGROUND

The City of Dauphin (City) is accepting proposals for an engineering assessment of the existing underground storm drainage network and the surface drainage of the area along and south of Whitmore Avenue. The City experiences bottlenecks within its underground drainage network and needs to work towards eliminating these issues. The successful proponent will develop a storm drainage network model for the underground drainage system as well as surface drainage to which the underground systems discharge and will evaluate the model and determine existing drainage issues and propose solutions.

The southern part of the City of Dauphin is exclusively surface drainage and has some existing issues during spring runoff and extreme weather events. There are currently new developments being proposed in this part of the City and more development is expected. The successful proponent will evaluate the existing surface drainage in the southern area of the City and present a report detailing the required infrastructure/methods of handling existing surface water and drainage requirements existing and expected future development in the area. The report will also determine the maximum acceptable runoff for any new development in the area and ensure that the maximum drainage currently leaving the City from this area is not increased.

The drainage from City, determined in the assessments detailed above, drains into the Rural Municipality of Dauphin (RM) along Highway 20, the north-east drainage ditch the Vermillion River and Salt Creek. The RM requires a proposal for an engineering assessment of surface water drainage for the water leaving the City of Dauphin at the boundaries of the two municipalities along Highway 20. The proponents will review existing drainage patterns and provide the RM and City with options for reducing or eliminating flooding in the RM as water progresses towards Dauphin Lake.

The purpose of this Request for Proposals (RFP) is to solicit proposals from various candidate organizations, to conduct a fair and extensive evaluation based on criteria listed herein, and to select the candidate(s) who provide(s) the best proposal to meet the City and RM's needs.

2. PROPOSAL GUIDELINES

This Request for Proposals represents the requirements for an open and competitive process.

Proposals must be delivered to:

Bill Brenner, C.E.T. Director of Public Works & Operations
City of Dauphin
100 Main Street South
Dauphin, MB R7N 1K3
Telephone: 204-622-3212 Fax: 204-622-3291
Email: bbrenner@dauphin.ca

Proposals will be accepted until 4:00 p.m. CDT Friday June 7, 2019. Any proposals received after this date and time will be returned to the sender. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, then this must be clearly stated in the proposal.

Additionally, all costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder(s) for this RFP. All contract terms and conditions will be subject to review by the City of Dauphin's solicitor and may include scope, budget, schedule, and other necessary items pertaining to the project. Any firms hired by the successful proponent to work within the City's boundaries may be required to obtain a valid City of Dauphin business license in accordance with City bylaws.

NO CLAIM

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

This is a Request for Proposals and not a tender call or call for quotations. No contractual, tort, or other legal obligations are created or imposed on the City or any other individual, officer, or employee of the City by the Request for Proposals documentation or by submission or consideration of any proposal by the City.

PRICE AND FOB POINT

All prices submitted shall be in Canadian funds for the entire scope of work in the specifications with options shown separately, where permitted. Price shall be shown in the Proponents Proposal before GST and PST. All other taxes, duties, and insurance in freight shall be included in the price. The lowest price or any proposal will not necessarily be accepted. Proposals are to remain open for acceptance for a minimum of 30 days.

FOB DAUPHIN, MB – 100 Main St. S.

INTERPRETATION OF DOCUMENTS AND QUESTIONS/CLARIFICATIONS

Proponents shall review the RFP documents and shall promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein. Any such request must be submitted in writing, electronically, three business days before the closing date. Where such request results in a change or a clarification to the requirements of the RFP, the City will prepare and issue an addendum to this RFP. All inquiries are to be directed in writing by email, quoting the RFP name and number to: bbrenner@dauphin.ca.

The City will determine at their sole discretion which enquiries require a response.

SITE VISITS AND ADDITIONAL INFORMATION

Proponents are invited to attend at City Hall to review any other plans or information or request electronic copies of the same (if available) that they feel will be required to ensure the best proposal to the City. Appointments for site visits can be made by contacting:

Bill Brenner, C.E.T. Director of Public Works & Operations
City of Dauphin
100 Main Street South
Dauphin, MB R7N 1K3
Telephone: 204-622-3212 Fax: 204-622-3291
Email: bbrenner@dauphin.ca

ADDENDA

Written addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. The City reserves the right to issue addenda up to the closing date. The date set for submitting proposals may be changed if, in the City's opinion, more time is necessary to enable Proponents to revise their proposals. Addenda will state any changes to the proposal closing date and time. Proponents should

acknowledge receipt of all addenda in their proposals. It is the sole responsibility of each Proponent to check the City of Dauphin's website or the MERX website for any updated information and addenda before the closing date at the following website addresses:

<http://www.dauphin.ca> or <http://www.merx.com>

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on MERX and the City's website and deemed to have considered the information of inclusion in the proposal submitted.

COSTS OF PREPARATION OF PROPOSAL

All proposals shall be prepared by and submitted at the expense of the Proponent.

LAW

This proposal and any resultant award shall be governed by and construed in accordance with the laws of the Province of Manitoba, Canada, which shall be deemed the proper law hereof.

3. BUDGET

The City has budgeted \$80,000 to cover the costs of Deliverable 1 and 2. The RM of Dauphin has not provided a specific budget for Deliverable 3 and will determine if it is feasible for them to proceed based upon the submittals received.

4. PROJECT SPECIFICATIONS

GENERAL

Proponents must provide a cost for the original specifications in this RFP, and if, in addition, an alternate scope is provided, then the Proponent shall clearly indicate any additions or variances from the City's specifications or conditions.

Proposals that provide sustainable project options and project solutions are preferred.

Drainage solutions must identify any increases to the City's Scope 1 and 2 GHG emissions

Prairie Climate Centre, climate forecast data shall be referenced for all drainage planning.

The City underground storm drainage system consists of approximately:

- 500 sections of storm mains ranging in size from 150 mm to 1800 mm
- 428 storm manholes
- 622 catch basins
- 30 outfalls

Network modelling software should be Autodesk Storm and Sanitary Analysis software or an equivalent compatible with the Autodesk software.

Manitoba Infrastructure will install any culverts required under Highway 5/10 south of Whitmore Avenue. The required culverts will be identified in the report but the costs will be borne entirely by MI and need not be included in the report.

DELIVERABLE 1 - STORM DRAINAGE NETWORK MODEL

1. Review all data provided by the City pertaining to the storm drainage systems including outfalls.
2. Obtain any data required in relation to receiving bodies (i.e. Vermillion River, Salt Creek etc.)
3. Collect missing elevation data and update GIS data.
4. Develop storm drainage network model.
5. Examine the “bottlenecks” and any other perceived problems in the existing systems and make recommendations to alleviate any issues regarding flow and capacity.
6. Provide the City with a minimum of a one year license for any software to utilize the model if not designed or compatible with Autodesk software.
7. Transfer the completed model to the City and commission the model for the City’s use (including training and troubleshooting).
8. Provide updated GIS data to City

DELIVERABLE 2 – SOUTH DAUPHIN DRAINAGE PLAN

1. Review existing south end drainage, proposed highway upgrades, proposed new development and possible future development in the entire area to determine overall drainage requirements for the area.
2. Investigate the possibilities of the City constructing one or more “dry ponds” or other such facilities that would provide a time delay to the discharge quantities from the south part of the City.
3. Determine any possible upgrades required for existing surface drainage infrastructure in the south part of the City.

4. Prepare and present a preliminary report for review and comments to the City with proposed options (3 max), to ensure that the interests of the City are addressed. The Consultant shall provide estimated costs for various options/projects that are being recommended. Costs should include the design and construction, and any necessary land, assembly or easements that are to be utilized for the distribution or detention of storm water. The estimated costs shall have enough accuracy so that the City will be able to make an evaluated decision on which options should be considered as viable.
5. If requested, meet with the City to:
 - a. answer any questions,
 - b. provide clarification or further information, and/or
 - c. assist the City in determining the best option
6. Prepare final report for the chosen option with preliminary design and Class “C” estimate for all works required.

DELIVERABLE 3 - RM DRAINAGE ASSESSMENT

1. Review existing drainage along Highway 20 incorporating information from the final report and preliminary design provided to the City.
2. Determine the most feasible options for addressing flooding in the RM as a result of the drainage leaving the City.
3. Prepare and present a preliminary report to the RM and City in order to ensure that the interests of both municipalities are addressed. The Consultant will review the comments from both municipalities and modify the preliminary report as required. The Consultant shall provide estimated costs for various options and projects that may be recommended. Costs should include the design and construction, and any necessary land, assembly or easements that are to be utilized for the distribution or detention of storm water. The estimated costs shall have enough accuracy so that the RM will be able to make an evaluated decision on which options should be considered as viable.

5. INFORMATION

The following information is available, upon request, from the City to assist Proponents in the preparation of Proposals.

- GIS layers with all underground storm system infrastructure
- Manitoba Infrastructure proposed highway improvements
- North East drainage ditch design

- North West drainage ditch design
- Preliminary Land Drainage Evaluation Northwest Areas – Reid Crowther 1990
- Storm Water Runoff Study – UMA Group 1977
- Rural Municipality of Dauphin Investigation of Storm Sewer Outlet Drain for Town of Dauphin – Water Resources Branch 1971

The following information will be made available to the successful Proponent.

- Lidar data along Highway 5/10 South as well as Whitmore Ave.

The City does not guarantee and disclaims all liability for the quality, accuracy, completeness or timeliness of any information contained in these documents.

6. SUBMISSION REQUIREMENTS

GENERAL

The following information should be provided in the proposal. This information will be utilised in evaluating each proposal submitted.

PROJECT TEAM (PROPOSED PERSONNEL)

The proponent is to describe the capability of the resources proposed to meet the requirements described in the terms of reference. The proposal shall include brief resumes for the proposed sub consultants and project team members with a description indicating how, and in what ways the proposed resource satisfies the needs identified in the Request for Proposal. An organizational chart clearly identifying the project team (including sub-consultants) structure and responsibilities should be included also. Variations from this project team will not be permitted without approval from the City.

METHODOLOGY

Describe how the proponent intends to achieve the project's objectives. Demonstrate understanding of the work involved, community input, budget, sustainable initiatives and other significant factors to be considered.

PAST RELEVANT COMPANY EXPERIENCE

Provide a short list of projects (2-3) in which the Consultant and Sub consultants have performed similar work. The project descriptions should include:

- description of project;

- key personnel and brief description of their rolls and responsibilities on the project;
- client reference.

SCHEDULE

The proponent will indicate major tasks with associated timelines and critical milestones. Milestones would include:

- Proponent review of all related information;
- Preliminary submissions to City;
- Final submission to City
- Submission to RM

FEEES AND COSTS

Proposals shall clearly identify costs for all aspects of the deliverables and be broken down into sufficient detail so that the cost of each of the three deliverables shall be easily determined. A total cost shall be provided for each deliverable and the City or RM will be able to choose to proceed with any of the three deliverables independent of the other without adjustment to cost. If there is a cost saving as a result of completing multiple of the deliverables in conjunction with one another that reduction in cost shall be shown as a separate item with a description and formula to determine how it would be applied. Costs should be clearly identified as a capital cost or ongoing costs. Frequency of payment and terms shall be included for all ongoing costs.

A Proposal Submission Form must accompany each proposal.

SIGNATURES

Proposals should be signed by an authorized representative of the Proponent.

CLOSING DATE AND TIME FOR SUBMISSIONS

Proposals must be received by the City on or before 4:00 p.m. CDT on Friday June 7, 2019, the “Closing Date and Time”. Proposals are to be submitted to City Hall in sealed envelopes clearly marked “RFP No. 2019-01 – ENGINEERING SERVICES FOR A STORM DRAINAGE STUDY” at the following location:

City of Dauphin
c/o Bill Brenner, C.E.T., Director of Public Works & Operations

100 Main Street South
Dauphin, MB R7N 1K3

Or, electronically transmitted or faxed proposals will be accepted if they are received before the closing date and time at email: bbrenner@dauphin.ca or fax: 204-622-3291.

Electronically submitted or faxed proposals shall be deemed to be successfully received when displayed as new email or when fax transmittal has been received by the recipient at the City. The City will not be liable for any delay for any reason, including technical delays, spam filters, firewalls, job queue, file size limitations, etc., and late receipt of proposals will be cause for rejection of a proposal.

7. PROPOSAL EVALUATION CRITERIA

The City of Dauphin will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposals, your proposal should be complete and should include all of the following criteria:

1. Overall proposal suitability (50%): Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
2. Service quality and reputation(15%): Proponents will be evaluated on their service quality, company reputation, and customer references as it pertains to the scope of this project.
3. Schedule(10%): Proponents will be evaluated on their ability to complete the project in a short and timely manner. The City hopes to have Deliverable 2 completed in July. The remaining sections are under no time constraints but need to be completed in a timely manner.
4. Value and cost (25%): Proponents will be evaluated on the cost of their proposal in relation to the suitability, and schedule provided.

No totals, weights, prices, or scores will be provided to any Proponent.

The City may elect to short-list some of the Proponents and require short-listed Proponents to provide additional information or details, including making a presentation and/or additional technical information.

The City may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the City be required to offer any modified terms to any Proponent prior to entering into a contract, and the City will not be liable to any Proponent as a result of such negotiations.

City of Dauphin

REQUEST FOR PROPOSALS

RFP No. 2019-01

FOR THE PROVISION OF ENGINEERING SERVICES FOR A STORM DRAINAGE STUDY. MODEL AND PRELIMINARY DESIGN

CITY OF DAUPHIN
c/o BILL BRENNER, C.E.T., DIRECTOR OF PUBLIC WORKS & OPERATIONS
100 MAIN ST S
DAUPHIN, MB R7N 1K3

ON OR BEFORE 4:00 PM CDT TIME ON FRIDAY JUNE 7, 2019
(Closing date and time)

Electronically submitted proposals will be accepted on or before the closing date and time if sent to email: bbrenner@dauphin.ca or fax no.: 204-622-3291

Proposal Submission Form

(Complete and return this section)

Submitted by: _____
(company name)

PERIOD FOR ACCEPTANCE OF PROPOSAL

The City of Dauphin requests Proposals to remain open for acceptance for a minimum of 30 days. Our Proposal will remain open for acceptance by the City for a period of _____ days from the Closing Date and Time.

VALUED ADDED

Proponents are to provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or would be of benefit to the City:

ADDENDA

We acknowledge the receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

Addendum No.	Date Issued	Date Received

AUTHORIZATION

We hereby submit our proposal for the supply and installation of HVAC control systems as described in this RFP and confirm that price and other information contained in this proposal are correct, and that the signature(s) below are those of duly authorized officer(s) of the Proponent having the authority necessary to make this proposal.

Company Name	
Street Address	
City, Province & Postal Code	
Tel No.	
Fax No.	
Email	
GST/HST Registration No.	
Name and Title (please print)	
Signature:	
Date:	

- End of Proposal Submission Form -