

**Request for Proposals
Inflow and Infiltration Study**

For

Sherbrooke Sanitary Sewage Collection System

TERMS OF REFERENCE

August 12, 2020

Municipality of the District of St. Mary's
PO Box 296
8296 Highway 7, Sherbrooke NS
B0J 3C0

INTRODUCTION

The Municipality of the District of St. Mary's is seeking qualified engineering consultant(s) to undertake an inflow & infiltration study of the Sherbrooke sanitary sewage collection system.

The sewage collection system consists of four pumping stations, 63 manholes, approximately 3000 m of 200mm gravity line and 360 m of 200mm force main. There are 100 mm service laterals on the system.

Manhole depths range from 2 m to 3 m and pumping stations from 3 m to 5.5 m.

The project is supported by the Nova Scotia Department of Municipal Affairs and Housing with funding under the Provincial Capital Assistance Program (PCAP).

PROJECT SUMMARY

Flow volumes at the treatment plant appear to be extremely influenced by inflow and infiltration issues, with flows ranging from about 40,000 usgpd in dry weather to over 120,000 usgpd during periods of rain and snow melt runoff.

There are concerns with storm water drainage connections to the sanitary sewer collection system as well as infiltration into the system at manholes and pumping stations.

The primary intent of the I&I Study is to develop a comprehensive I&I reduction program with project priorities and estimated costs which will limit the I&I into the Sherbrooke Sanitary Sewage Collection System.

BACKGROUND DOCUMENTATION

The following documents are available for review upon request:

- Sherbrooke Sewage Treatment Plant, System Assessment Report, CBCL June 2018.
- Plans of sewer lines, pumping stations and manholes.

SCOPE OF WORK

The Engineering services required under this Request for Proposals shall include, but not be limited to the following activities:

- Review existing documentation, including but not limited to, previous engineering reports and assessments, sewage system plans, etc.
- Develop a detailed project workplan with a schedule, identify critical milestones and coordinate approval with the Municipality.
- Establish a communications protocol for the Project to ensure adequate communication with all key project stakeholders including the Municipality, regulatory agencies and property owners.

- Undertake on site inspections of the sewage system components and determine potential areas of inflow and infiltration into the system. Inline video inspection equipment and flow measuring devices will be used to determine where flows appear to be above what would be normally expected.
- Identify areas where storm drains are connected to the sanitary sewage collection system and provide recommendations on alternative solutions to separate the two systems.
- Compile detailed flow information for critical locations throughout the sewage collection system, as agreed to with the Municipality.
- Make recommendations on repairs and changes to the system to reduce the inflow and infiltration into the sanitary sewage system.
- Prepare a comprehensive I&I reduction program with project priorities and estimated costs, keeping in mind the Municipal budget and creating a schedule that allows a phased in approach for implementation of a reduction program.
- Ensure compliance with the Occupational Health and Safety and all other applicable provincial and federal legislation throughout the duration of the Project.

DELIVERABLES

Deliverables from the study shall include, but not be limited to:

- Detailed project workplan and schedule for the project
- Interim draft report on the study midway through the project
- Bi-weekly status updates to the Municipality
- Flow data for critical areas within the collection system
- Final Report and Comprehensive I&I Reduction Program

PROJECT SCHEDULE

The Project must achieve substantial completion by December 18, 2020.

PROPONENT SELECTION

The Contract Agency will be the Municipality of the District of St. Mary's.

The successful proponent will be hired on a contract basis in accordance with Provincial procurement policies through a Request for Proposal (RFP) and based on evaluation by the Project Steering Committee with recommendation and approval by the Municipal Council.

SUBMISSION REQUIREMENTS

Proponents are required to submit **FIVE (5) bound** copies and one electronic copy of the Consultant proposal shall be submitted in a sealed package marked “**SHERBROOKE SANITARY SEWAGE COLLECTION SYSTEM – I&I STUDY PROPOSAL**” to the following address by **12:01 (NOON), September 11, 2020**:

Ricky Kaiser
Superintendent of Public Works
Municipality of the District of St. Mary’s
PO Box 296
8296 Highway 7, Sherbrooke, NS
B0J 3C0

No facsimile transmissions will be accepted.

QUESTIONS AND CLARIFICATION

Any prospective proponents wishing to clarify any contents of this Request for Proposal (RFP) may notify the Municipality of the District of St. Mary’s representative identified below.

Ricky Kaiser
Superintendent of Public Works
Municipality of the District of St. Mary’s
PO Box 296
8296 Highway 7, Sherbrooke, NS
B0J 3C0
Phone (902) 328-4154
Email: municipal.clerk@saint-marys.ca

Any and all changes to the RFP required before the proposal closing will be issued in the form of a written Addendum. If Addenda are issued, the Proponents must acknowledge their receipt in the appropriate section of the Addenda Form. The Municipality will assume no responsibility for oral instructions or suggestions.

RFP TERMS AND CONDITIONS

Proposals received later than the specified closing time will be rejected by the Municipality. The terms and conditions of the proposal offer shall remain firm and open for acceptance by the Municipality for a period of sixty (60) days from date of closing.

Final acceptance of the proposal will be subject to the successful negotiation and execution of a

written contract meeting the expenditure limits and required terms and conditions acceptable to the Municipality.

RIGHTS RESERVED BY THE MUNICIPALITY

The Municipality is not liable for any costs incurred by interested parties in the preparation of their response to this request or subsequent interviews. Furthermore, the Municipality shall not be responsible for any liabilities, cost, loss or damage incurred, sustained or suffered by any interested party, prior or subsequent to, or by reason of the acceptance, or non-acceptance by the Municipality of any response, or by reason of any delay in the acceptance of the response. The Municipality reserves the right to accept or reject any or all proposals, to waive formality or technicality in any proposal and not necessarily accept the lowest priced proposal.

The Municipality reserves the right to request Proponents to provide additional information and address specific requirements not accurately or adequately covered in their initial submissions.

The Municipality reserves the right to modify any and all requirements stated in the Request for Proposal at any time prior to the possible awarding of a contract.

Any and all work generated by this assignment becomes the property of the Municipality to use in which ever manner they see fit.

INSURANCE AND INDEMNIFICATION

The successful Proponent shall at its own expense obtain and maintain until the termination of the contract, and provide the Municipality with evidence of:

1. Professional Liability insurance covering the work and services described in this Agreement for an amount not less than three million dollars (\$3,000,000) per occurrence.
2. Comprehensive General Liability insurance on an occurrence basis for an amount not less than five million (\$5,000,000) dollars.

PROPOSAL FORMAT AND EVALUATION

The Municipality is seeking proposals from proponents who are capable of undertaking the project. The onus is on the proponent to demonstrate their knowledge, understanding and capacity to conduct the work outlined in this Request for Proposals. The detail and clarity of the written submission will be considered indicative of the respondent's expertise and competence.

OVERVIEW

- A description demonstrating an understanding of the project objectives, client expectations and proponents understanding of the full scope of services requested.

METHODOLOGY & APPROACH

- A description of the approach, methodology and procedures to be pursued in the provision of the services identified in the RFP.
- Approach and methodology to various project components, including, but not limited to;

- data collection and reporting;
- project management;
- communication with project stakeholders;
- project schedule, and
- project expenditure control.

RELEVANT EXPERIENCE & REFERENCES

- Identify relevant recent project experience and provide a maximum of three project references including client contact details.
- Identify relevant recent project experience illustrating the provision of project management services for design implementation, tendering and construction oversight. Please include at least the following information:
 - Project Name
 - Client Name
 - Role of Proponent
 - Project Description
 - Project Value
 - Client Reference (name, title and contact information)

PROJECT TEAM

- Provide a project organizational chart, assignment of key personnel and allotments of time for each member of the team.
- Provide CV, maximum of three (3) pages per person, for all key personnel including their education, experience and involvement in past projects of similar scope.
- If applicable, provide a description of any sub consultant's project team including curriculum vitae for each professional member showing experience relevant to this particular assignment.

PRICE PROPOSAL

- A Total Fixed Price to provide the Services as described in the Scope of Work.
- Fixed prices must include a detailed breakdown of the price associated with the main project components and indicate the level of effort allocated by each member of the proposed team to each of the project components.
- Additional hourly rates for proponents if extra work is required and approved for change orders and work that may fall outside of the scope of this RFP.
- Prices submitted are to include and identify all contemplated costs, including disbursements, but exclude the HST.
- Payments will be made on a monthly basis according to progress estimates for the project and submitted invoices.

PROPOSAL EVALUATION

An evaluation team will evaluate proposals. By responding to this RFP proponents agree to accept the recommendation of the Evaluation Team as to the successful proponent and acknowledge and agree that the Municipality of the District of St. Mary's makes the final decision.

The proposal will be evaluated against the following criteria:

Overview	10
Methodology & Approach	25
Relevant Experience & References	35
Price Proposal	30