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REQUEST FOR PROPOSAL NO. 10-115
WASTEWATER COLLECTION SYSTEMS
MODELLING AND HYDRAULIC ASSESSMENT

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INSTRUCTIONS TO BIDDERS

- Invitation to Bid**
The City of Sarnia invites bids from qualified vendors and contractors to provide the goods and/or services described or specified in the accompanying Request for Proposal, Quotation or Tender.
- Standard Terms and Conditions**
Bidders are instructed to read the enclosed *STANDARD TERMS AND CONDITIONS* and to contact the Purchasing Office for clarification, if required.
- Closing Date and Time/Location**
Bids shall be submitted on the prescribed forms by not later than the closing date and time to:

Purchasing Office for - Quotations and Proposals
City Clerk's Office for - Tenders and Engineering Contracts.
- Bid Surety**
Be sure to enclose bid deposits when required.

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1. BACKGROUND

The Corporation of the City of Sarnia (and the Police Services Board) shall hereby be referred to as the "City" throughout this document. The entities which puts forth the proposal and will execute the insurance policies shall be referred to as the "Bidder" or "Proponent" throughout this document.

The City is in the process of selecting an Insurer to provide insurance and risk management services in the areas contained within this Request for Proposal.

Through this Request for Proposal, the City seeks to:

- Specify the terms and conditions that would govern any resulting policy
- Select the successful bidder, if any.

This Request for Proposal states the instructions for submitting proposals, and the procedures and criteria by which the successful bidder will be selected.

2. SUBMISSION

Any change notices, appendices and addenda issued for this Request for Proposal shall be considered part of this proposal document.

Proposals shall be properly labeled and sealed in the accompanying return envelope, and submitted not later than the closing date and time to:

The Purchasing Department
The Corporation of the City of Sarnia
255 Christina Street North
PO Box 3018
Sarnia ON N7T 7N2

Proposals will be received until **3:00 p.m. local time, September 9, 2010**

Proposals shall not be accepted after the closing date and time. Bidders may not make modifications to their Proposals after the closing date and time.

It is the responsibility of each bidder to submit all required documents as outlined in this Request for Proposal. Failure to quote on all options set out will disqualify your proposal.

All proposals shall become the property of the City.

3. SCOPE OF WORK – See Terms of Reference (Page 6)

4. REQUIREMENTS AT THE TIME OF CLOSING

Submission of the following documents is required for the Bid to be considered:

- (a) The *Form of Proposal*, filled in, signed and sealed as applicable;
- (b) All items listed under the *Proposal Submission Format* outlined in the Terms of Reference.

5. VALIDITY

The Proposal submitted shall remain valid and irrevocable for at least thirty (90) days from the Proposal closing date.

6. COST OF SUBMISSION

The City of Sarnia will NOT be liable nor reimburse any bidder for all costs incurred in developing Proposals, attending meetings/interviews, or any other services that may be required in responding to this "Request for Proposal".

7. QUESTIONS RE REQUEST FOR PROPOSAL

Bidders having questions or finding discrepancies or omissions, or having doubts as to the meaning or intent thereof, shall at once notify, **in writing**, the City of Sarnia, who shall send written instructions or explanations by Addenda to all bidders, as required.

It shall be the bidders responsibility to clarify any points in question with the Legal Department of the Corporation of the City of Sarnia prior to submitting the proposal. Responses to inquiries will be forwarded to all bidders.

INQUIRIES arising from this Proposal should be directed to:

Name	Bryan Prouse P Eng.
Title	Operations Manager
Address	651 Devine St.
Telephone	519-332-0330 ext. 396
Fax	519-332-3020
Email address	bprouse@sarnia.ca

The deadline for questions regarding this Request for Proposal is **September 3, 2010**

If there are any questions regarding the **PROPOSAL SUBMISSION**, these should be directed in writing, by e-mail, or fax to:

Shawn Unsworth
Purchasing Agent

Telephone: 519-332-0330, Ext. 252
Fax: 519-332-1466
Email: purchase@sarnia.ca

8. WITHDRAWAL OF PROPOSAL PRIOR TO CLOSING

A bidder who has submitted a response to this Request for Proposal may request that such response be withdrawn. Withdrawals shall be complete and shall be allowed under the following conditions:

- (a) If the request is made in writing on the bidder's letterhead and signed by a senior official of the responding bidder
- (b) If the request is made in person by a senior official from the submitting bidder who shall complete and sign an appropriate form
- (c) If the request is made by way of a facsimile or telegram, it must bear the name of the senior official authorizing the withdrawal

In all cases a request for withdrawal of a Proposal will be verified by the City of Sarnia by way of a telephone call, fax or e-mail to a senior official representing the bidder to confirm the withdrawal.

All confirmed requests for withdrawal will be placed on record. The entire response will be returned unopened to a representative of the bidder after the bid closing. Bidders will be responsible for the pick-up of the proposal by the day requested.

9. PROPOSAL FORMAT

Two (10) copies of the Proposal shall be submitted.

The Bidder who puts forth the proposals will have them signed by an official authorized to bind the Brokers and Insurers and will provide the name(s), title(s), and address and telephone number of the individual(s) to be contacted during the evaluation process.

To assure similarity in Proposal presentation, and to facilitate the comparison of competing Proposals by the evaluation team, bidders shall include the required material using the sections as follows:

Title Page
Cover Letter
Signed Addenda – if any issued
Table of Contents

Your proposal must be type written. Erasure, overwriting or strike-outs must be initialed by the person signing on behalf of the proponent.

Fax proposals are not acceptable.

The following information shall be provided to describe the type of information which is expected to be in each of the sections listed above. It is not the intention to discourage creativity on the part of the bidder. It is, however, very important for the Proposal reviewers to be able to compare like types of material from among the various bidders.

If desired, documents may be attached to the Proposal which substantiates the Proposal claims. However, if there are references to these support documents, then the precise page number, section number and title must be specified so that it can easily be found and referred to. All referenced support material shall be submitted in the quantities indicated so that all evaluators have access to all supporting documents.

The following Individual Sections are to be separated by a divider sheet and tabbed accordingly:

- 1. Personnel, Organizations Structure and Project Management Approach**
- 2. Project Cost Control Measures**
- 3. Local Knowledge**
- 4. Related Experience and Corporate Experience**
- 5. References**
- 6. Comments**

The Text for each new section is to commence on a new page.

The text for each Section from Section 1 onward shall be printed as two sided on 8 ½” x 11” paper.

Proposal is to be placed in a sealed envelope (package) indicated as such with the submitting firm’s name clearly evident and addressed to the Purchasing Agent, at the address noted in Section 2 Submission.

The Front of the overall package submission is to be duly marked:

“CITY OF SARNIA, PROPOSAL FOR ENGINEERING SERVICES”

10. ADDENDA

It may be necessary for a variety of reasons to issue addenda:

- Correction to the terms of reference document and related information.
- To extend closing dates.
- Clarification of parts of the proposal documents.
- Responses to specific questions asked by one proponent will be made available to all bidders.
- Retraction or cancellation of the proposal.

All addenda issued to proponents will include a covering letter asking the recipient to confirm receipt of the most recent addendum and any previous addendum via e-mail. The addendum will be e-mailed if the addendum material is suitable for e-mailing and the proponent has provided the appropriate e-mail address. If the addendum is too lengthy or large to be sent via e-mail, the addendum material will be sent via regular mail, courier or hand delivered depending on addendum issue date relative to the closing date. Addenda will be e-mailed or mailed to the latest e-mail/mail address as provided by the proponent. It is the proponent's responsibility to notify the City of any changes to their e-mail or mailing address.

Although the City will make every reasonable effort to ensure the proponent receive all addenda issued, it is the proponent's ultimate responsibility to ensure all addenda have been received.

11. AWARD

Upon completion of evaluations, the City of Sarnia may select a bidder with whom it wishes to undertake negotiations for the service outlined in the Request for Proposal. Negotiations would take the form of adding, deleting, or modifying certain requirements based on the response to the Request for Proposal, and adjusting prices accordingly, if required. Assuming mutually acceptable terms and conditions can be agreed upon, a purchase order will be issued to the selected bidder.

The City of Sarnia reserves the right to reject any or all Proposals submitted. ***Therefore the lowest cost Proposal may not necessarily be accepted.***

The acceptance and award of a Proposal shall be subject to the approval of Sarnia City Council.

12. REQUEST FOR PROPOSAL SCHEDULE

The following schedule should be used as a guide by bidders. The City may alter this schedule at any time and accepts no responsibility for adherence to it:

Issue of RFP	August 9, 2010
Mandatory Meeting with Consultants	August 24, 2010
Last Date for Inquires	September 1, 2010
RFP Closing Date	September 9, 2010
Interviews (if required)	September 21, 2010
Council Award	October 4, 2010
Notify Selected Consultant 2010	October 5, 2010

13. CONFIDENTIALITY PROVISIONS

The information contained in this Request for Proposal will be utilized by the proponent solely for the purposes of preparing a submission response. Any other use of the information for any other purposes is now allowed by the City of Sarnia.

In accordance with the *Municipal Freedom of Information and Protection of Privacy Act* (MIFIPPA), this statement is to advise bidders that the information submitted will be collected under authority of the Act, and will be used exclusively for the selection process.

14. REGISTERED BUSINESS NAME & NUMBER

Bidders are required to state their legally registered company name (Sole Proprietorship, Partnership or Corporation) on the spaces provided. **FAILURE TO COMPLY MAY RESULT IN THE DISQUALIFICATION OF THE BID SUBMISSION.**

The Company name stated on the Form of Tender, Proposal or Quotation shall be the Bidder's registered business name, including the registration number issued by the Ontario Ministry of Consumer and Business Services, or by Industry Canada, whichever is applicable. In any case, the bidder's name stated on the bid form shall be in accordance with the Ontario Business Name Act and the Ontario Business Corporation Act.

Clearly identify the prime firm submitting the proposal. Identify any other firms involved and their legal/contractual relationship with the prime firm. Outline the legal structure and ownership of the firms. Provide an overview of the firms office locations, staffing (number of professional/technical disciplines).

15. FORM OF PROPOSAL (PRICE QUOTATION)

I/We have reviewed this Request for Proposal, including the Terms of Reference and General Terms and Conditions, evaluated the City of Sarnia's requirements, and offer to provide the services outlined at the prices stated on the Price Schedule.

LUMP SUM TOTAL COST \$ _____

PROPOSAL SUBMITTED BY:

Registered Business Name: _____

Registration Number: _____

Ontario Corporation Number (if applicable): _____

Business Address: _____

Telephone: _____ Fax: _____ E-mail: _____

Contact Person: _____

Signature of authorized officer: _____

Name of Authorized Signing Officer (please print): _____

_____ I have authority to bind the corporation.

Title: _____

Date signed: _____

**TERMS OF REFERENCE
FOR
WASTEWATER COLLECTION SYSTEMS
MODELLING AND HYDRAULIC ASSESSMENT**

A. TECHNICAL/MANAGERIAL SECTION

1. INTRODUCTION

1.1 General

The City of Sarnia own and operate two Waste Water Treatment Facilities, one located in the City proper and a second located in the hamlet of Bright's Grove.

The wastewater collection system servicing the City's WWTP facility includes approximately 302 km of gravity sewer, 51 SPS and approximately 39 km of forcemain. The Bright's Grove Wastewater Treatment System is serviced by approximately 26 km of gravity sewers, 4 SPS and 2.5 km of forcemain.

In 2009, the City undertook an assessment of the reserve capacity of each wastewater treatment facility. The resulting report (City of Sarnia – Wastewater Treatment Systems Reserve Capacity Calculations 2009) concluded that limited uncommitted reserve capacity existed at both facilities. The report recommended that the City undertake a detailed hydraulic assessment of the wastewater collection systems serving the City's treatment facilities to include:

- 1) A review of the wastewater collection systems to identify trunk sewer service areas;
- 2) Initiate a sanitary flow monitoring program to permit a more detailed determination of actual flows in the trunk systems under low and peak flow events. Information collected from this program will permit the City to identify hydraulically deficient trunk sewers as well as indentifying areas of high Infiltration/Inflow (I/I);
- 3) Develop a hydraulic model of the collection system, including pumping stations, that will permit the City to identify trunk systems that are hydraulically deficient and assess the impact that future development may have on the hydraulic capacity of existing infrastructure;
- 4) Develop a Wastewater Collection Systems Master Plan. The Master Plan would provide direction to the long term management and operation of wastewater infrastructure specific to:

- i) providing input to the City's long term capital planning by prioritizing wastewater projects;
- ii) identifying wastewater infrastructure projects to be incorporated into the City's Development Charges By Law;
- iii) Assist in long term planning, Official Plan Amendments and Zoning By Law development.

The City has elected to undertake this project as a Master Plan as defined by the MEA Class EA Process. More specifically, the Master Plan will focus on trunk wastewater infrastructure and follow Approach No. 4 (Integration with the Planning Act), and is therefore intended to address, at a minimum, Phases 1 and 2 of the EA Process (Figure 1).

The definition of "Trunk Wastewater Infrastructure" for the purposes of this assignment is as follows:

- All Combined Sewers \geq 450mm
- All Sanitary Sewers \geq 300mm
- All SPS and Related Forcemains

1.2 Declaration of Conflict of Interest and Legal Status

The City considers that any firm that has pending legal action against the City would have a conflict of interest in working for the City. A signed copy of the Consultant's Declaration as provided in Appendix 1 is to be submitted with the proposal document.

1.3 Insurance

Consultants are requested to list their insurance policies in force and limits of coverage (i.e. Professional Liability Insurance, Commercial General Liability and Automobile Insurance and any other applicable insurance).

The successful Consultant must, at the time of Appointment, provide copies of insurance in the amount of \$2,000,000 for Professional Liability Insurance, \$5,000,000 Commercial General Liability Insurance and \$5,000,000 Automobile Insurance.

1.4 Interviews

Consultants responding to the RFP **may** be required to attend an interview with the City. The interview, if required, will be undertaken by City staff.

The interview process will entail a twenty (20) minute presentation by each Consultant followed by a thirty (30) minute question and answer period. The Consultant's appointed Principal must be present at the interview. The date, time and location for the interview, if required, will be provided after the submission of proposals.

1.5 Services Agreement

Final acceptance of the successful Consultant's proposal by the City shall be conditional on the execution of an Agreement between the two parties. The Agreement for professional services is envisaged to generally follow the format of the Professional Engineers Ontario

“Sample Agreement between Client and Engineer for Professional Engineering Services”. However, the City in discussions with the selected consultant may change, delete or incorporate additional clauses as deemed appropriate to the City.

This proposal, any addenda and the consultant’s submission shall be part of the Agreement and be contained in an Appendix to the Agreement.

1.6 Available Information

Appendix 2 to this document contains a partial list of relevant reports, **(available for viewing upon request)** studies and on-going capital projects that have been undertaken or in progress by the City. The Appendix also includes the following maps:

1. City of Sarnia: Combined Sewer Separation
This plan shows the Old City of Sarnia and approximately 25 kms. of Combined Sewers as well as the City’s Capital program to separate sewers from 2004 to 2011.
2. City Asset Grid
This Plan shows the numbering system adopted by the City to identify infrastructure assets.
3. Sewer Atlas – 400 Section D
An example of one grid section showing all wastewater collection system components.
4. City of Sarnia – Sanitary Sewer System
A GIS based map of the City showing all sanitary sewers, combined sewers, pumping stations and forcemains.
5. City of Sarnia – Plan of Existing Overflows
St. Clair River to East Street, Campbell Street to Exmouth Street.
6. City of Sarnia – East Street Project
Proposed Sanitary Gravity Sewer, Forcemain and Pump Station

Appendix 2 also provides a sample print out of the GIS based Wastewater Collection System Data Base.

1.7 Mandatory Consultant Meeting

A meeting will be held at Sarnia City Hall Council Chambers on August 24, 2010 at 2:00 p.m. for the purposes of clarifying project objectives, budget timelines and providing verbal answers to Consultant's questions. Minutes of the meeting will be kept and circulated to all present.

Consultants are advised that this meeting is considered mandatory. Attendance will be recorded.

1.8 RFP Related Costs

As previously noted, the City shall not be liable for any costs or actions whatsoever associated with the preparation of and submission of a proposal by a Consultant in response to this RFP.

1.9 Confidentiality Provisions

All responses to this Request for Proposal will be treated confidentially in compliance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*.

The information contained in this Request for Proposal will be utilized by the bidder solely for the purposes of preparing a submission response. Any other use of the information for any other purpose is not authorized by the City of Sarnia.

1.10 Rejection of Proposal and Contract Award

The City reserves the right, in its absolute discretion, to reject any or all Proposals or to award a contract for Engineering Services specific to this RFP.

2. SCOPE OF ENGINEERING SERVICES

The project will be undertaken as a Master Plan as prescribed in the MEA Municipal Class Environmental Assessment document. More specifically, the City wish to adopt Approach No. 4 (Integration with the Planning Act). The Consultants will therefore ensure compliance with the MEA Class EA document throughout the project.

Generally, the project can be described in six (6) components:

2.1 Project Initiation

The initial phase of the project will commence with a project meeting with City staff to review and discuss the consultant's Project Process Diagram (Section 3.2 Project Organizational and Process Diagrams), project objectives, budget, proposed time lines, milestones and the Master Plan Approach. The City will provide the consultant with all available reports, studies and data bases specific to the City wastewater collection system.

As has been indicated, the City have initially selected Approach No. 4 of the MEA document which is generally described as follows:

“Given the broad scope of Master Plans, it may be appropriate to integrate with approvals under the Planning Act. For example, the preparation of a new official plan or a comprehensive official plan amendment could be accompanied by master plans for water, wastewater and transportation. When these planning documents are prepared simultaneously, alternatives can be assessed taking into account land use and servicing issues while addressing a preferred alternative which minimizes, to the extent possible, the impact on the community, natural environment and the economy. Often the range of alternatives that can be assessed for servicing are greater because the land use plan has not been finalized.”

“A master servicing plan prepared in this fashion establish need and justification in a very broad context. This approach would satisfy early phases of the Class EA including Phases 1 and 2 for Schedule B projects and may satisfy, in addition Phases 3 and 4 for Schedule C projects. This approach is best suited when planning for a significant geographical area in the long term where interdependent decisions which impact servicing and land use are being made and the range of servicing alternatives needs to be addressed in an integrated fashion in order to recommend the best overall solution for the community.”

The need to modify the City's approach specific to their objectives will be reviewed with the Consultant, following which a revised Project Approach will be prepared and reviewed with Ministry of Environment's EA Branch. Any revisions that are required to satisfy the Ministry will be made and a final Project Approach and Purpose Statement document will be prepared which will form the basis for the Master Plan document.

2.2 Data Gap Assessment

Using existing reports, mapping and PSAB inventory provided by the City, the Consultant will complete a data gap assessment and recommend a program to complete bridging studies to address missing or incomplete data, update the inventory of the wastewater collection system including pipe lengths, sizes, material and gradient; manhole inventory and complete inventory of existing sewage pumping stations (SPS). The data gap assessment will be restricted to Trunk sanitary collection systems only. As part of the gap assessment, the Consultant will prepare a plan of Trunk Sanitary Sewer, Combined Sewer and Sewage Pumping Stations (SPS) service areas.

Following the completion of the gap assessment, the Consultant will update the City's data base to include all information needed to develop a hydraulic model of the trunk sanitary sewer systems.

2.3 Flow Monitoring Program

The Consultant will develop a flow monitoring program for the City system that is intended to:

- i) Quantify low and peak flow events in selected trunk systems;
- ii) Identify trunk systems that are experiencing high incidence of Infiltration/Inflow (I/I);
- iii) Assess impact on hydraulic performance of sanitary sewer system with known overflow connections at approximately 43 locations (see Appendix 2) in an area bounded by the St. Clair River, Highway 402, East Street and Confederation Street.

It is required that the Consultant's field staff be trained and certified for Confined Space Entry. The City will make two (2) members of City staff available to the Consultant throughout the assignment to assist the Consultant with flow monitoring.

The Consultant will meet with City staff on project commencement to discuss and select the appropriate flow monitoring equipment for the assignment. Upon selection of the equipment, the City will acquire the equipment and make it available to the Consultant for the duration of the assignment. The Consultant will therefore not make provision in their work plan for the cost of flow monitoring equipment. The Equipment will be returned to the City in good working order on completion of the assignment.

2.4 Develop Hydraulic Model of Sewage Collection System

The Consultant will develop a computer model of the City's trunk sewage collection system.

The City's preference is the Bentley SEWER CAD model (V8.i) with provision for an unlimited number of pipe lengths, however if the Consultant feels an alternative model is more appropriate to meet the objectives of the study, consideration will be given for other models. In general, the model should be GIS based (compatible with ESRI), CAD supported and permit the City to assess the following:

- 1) Identify existing deficient trunk sanitary sewers;
- 2) Assess the Cost/Benefit of separation of existing combined sewers and I/I Reduction Capital Programs;
- 3) Assess impact of overflow connections in the collection system;
- 4) Model impact of future development proposals on existing system and identify capital improvements required to accommodate growth.

Information collected during the flow monitoring phase of the study will be used to calibrate the model and the Consultant may be required to undertake drawdown tests of sewage pumping stations (SPS) to confirm hydraulic performance if pump curves and detailed drawings of SPS's are not available.

The Consultant is to provide sufficient time and budget in their proposal to provide training to City staff for the hydraulic model. Further, the cost of purchase and support of the model is to be included in the Consultant's proposal and software licenses are to be transferred to the City upon completion of this assignment.

2.5 System Deficiencies and Alternative Solutions

Following the development and calibration of a hydraulic model of trunk sanitary sewer collection systems, the Consultant will identify and prioritize deficient trunk sanitary sewer infrastructure based on existing development. A second list of deficient infrastructure components will be prepared based on a review of development proposals provided by the Planning Department that address intensification, infilling and brown fields proposals as well as new development within individual service areas.

Deficient infrastructure for both existing and future development conditions will be identified on a plan and summarized in spreadsheet format, with preliminary cost estimates and presented to City staff for review and discussion. The review of alternative solutions will also include an assessment of the WWTP and Bright's Grove sewage treatment system to consider modifications to the facility that may permit re-rating of the facility to accommodate growth in the short and long term.

In consultation with City staff, the Consultant will prioritize required capital improvements to the wastewater collection and treatment system based on the following criteria:

- 1) Location of deficient infrastructure within the system;
- 2) Incidents of flooding/damage in existing system;
- 3) Incidents of bypass to St. Clair River;
- 4) Timing of other capital (roads, water) projects in the area of deficient infrastructure;
- 5) Anticipated timing of development proposals.

A report summarizing deficient infrastructure, prioritizing the timing of improvements and providing preliminary cost estimates will be prepared by the Consultant and presented to City staff at the conclusion of this phase of the project. The report will also include an assessment of the implementation of an I/I reduction program and the impact it may have on postponing the need to expand or rerate the City's wastewater treatment facilities.

Following an evaluation of the alternative solutions consistent with the Class EA Process the Consultant will consult with review agencies and the public. Public consultation will include presentation of the Problem Statement and alternative solutions.

2.6 Develop Master Plan Document

Following a public meeting and consultation with review agencies, the Consultant will prepare a Master Plan document. The document is intended to provide direction to the City specific to:

- i) providing input to the City's long term capital planning by prioritizing wastewater collection system projects;
- ii) identify wastewater projects to be incorporated into the City's Development Charges By Law;
- iii) assist in long term planning, and Official Plan development.

3. PERSONNEL, ORGANIZATIONAL STRUCTURE AND PROJECT MANAGEMENT

3.1 Key Personnel

All personnel shall be thoroughly experienced and qualified in the disciplines required to provide the level of service required by the City.

A listing of the nominated key personnel is to be provided, noting the following information in tabular form: name, title, role in the appointment, education, professional registration(s), years of experience, brief outline of undertakings relevant to the Terms of Reference. A separate one paragraph summary for each nominated key individual is to accompany the listing with a half page summary of the assigned Principal staff member who will be the main liaison with the City. **The qualifications of the individual assigned as the main liaison to the City is of particular importance to the City.**

If a sub consultant(s) is to be engaged, the key individual(s) shall also be indicated in the above listing and flagged as a sub consultant along with a one paragraph summary. Also, the corporate name and address of the sub consultant shall be provided along with a description of the role of the sub consultant.

Resumes for the above nominated Consulting team members are to be provided, and should include a listing of recent technical presentations at conferences and any recent published papers, memberships in Associations, positions held in the Associations and notation made of any awards received. Resumes are to be included in an identified Appendix.

There shall be no change in the nominated personnel or sub consultants without the written approval of the City.

3.2 Project Organizational and Process Diagrams

An Organizational Diagram noting the nominated key personnel and their respective roles is to be prepared. Sub consultant(s) key staff and related roles are also to be indicated and flagged as a sub consultant team member.

The Consultant is to include in their proposal a Project Organizational Diagram noting the nominated key personnel and their respective roles on this assignment. The sub-consultant(s) key staff and related roles are also to be indicated.

The Consultant will also develop and include in their proposal a detailed Project Process Diagram. As a minimum, the Process Diagram will illustrate a critical path approach to the project identifying key project tasks, project milestones, project meetings and anticipated completion dates in sufficient detail to provide a clear understanding of the Consultant's understanding of the tasks necessary to complete the assignment consistent with the City's objectives and in a manner that follows the MEA Master Plan Process.

4. LOCAL KNOWLEDGE

A statement regarding the Consultant's local knowledge pertaining to the City of Sarnia and environs should be noted in the Consultant's proposal.

5. RELATED AND CORPORATE EXPERIENCE

5.1 Related Experience

A listing of recent experience directly related to the provision of Engineering Services to the City is to be provided.

In reporting the "Experience Directly Related to this Appointment", a tabular submission by Heading is requested noting:

- Brief Description of services provided
- Principal and other key personnel.

An introductory statement or outline is to accompany the above Table.

Profiles of the related assignments noted in the above tabular submission and profiles of other similar assignments undertaken by the Consultant are to be included in the proposal.

5.2 Corporate or Company Experience

The Consultant shall outline the overall Corporate experience including years in business, number of years experience in the municipal, engineering and environmental fields, memberships and corporate mission statement and/or environmental mission statement and /or sustainability mission statement.

A Corporate brochure is to be included as part of the proposal Appendix material. A brochure for any sub consultant engaged is to also be included. Alternatively, or in addition to providing corporate brochures, the Consultant may reference their corporate web site(s).

6. REFERENCES

A listing of three (3) references that can be contacted are to be noted. The following information for each of the references is requested:

- Contact Name
- Affiliation
- Address
- Telephone Number
- Fax Number
- Email Address
- Brief Project Description of Project Undertaken for Contact

7. COMMENTS

The Consultant is invited to offer a commentary on any special attributes, unique aspects or other noteworthy aspects of their proposal. The response should be limited to two to three pages.

B. FINANCIAL/QUALITY CONTROL SECTION

8. FEES AND DISBURSEMENTS

8.1 Fees

Fees for services (including those for any sub consultants) rendered under the Project are to be on a **time basis**. The fees are to be computed on **hourly billing rates**.

8.2 Reimbursable Expenses

8.2.1 Standard Expenses

Standard Expenses are in addition to the above fees.

Standard reimbursable expenses include but are not limited to: vehicular mileage, traveling expenses, long distance telephone and fax charges, printing and reproductions, progress photographs, courier charges, all fees for required approvals, permits, licenses and alike, etc. The Consultant is required to specify the company's policy on markup (as a percentage) that will be applied to any expenses or disbursements incurred through their retainer by the City.

8.3 Upset Limit

The cost of the study is fixed at \$610,200.00 including HST.

8.4 Financial Proposal

Hourly Billing Rates are to be provided for all Key Personnel listed in Sections 3.1 and 3.2.

8.5 Quality Assurance/Cost Control Measures

The Consultant is requested to outline their proposed method to monitor and control Consultant costs (fees) and quality assurance.

C. PROPOSAL EVALUATION PROCESS AND CRITERIA

9.1 General

The proposal submissions will be reviewed and evaluated by the City Engineering Department.

At the discretion of the City, the City may request clarification of a Consultant’s proposal at any time during the evaluation process. Seeking clarification of any aspect(s) of the Consultant’s submission during the evaluation process shall not be construed in any way as acceptance of the Consultant’s proposal.

9.2 Criteria: Technical/Managerial/Financial Weighting

Each proposal will be evaluated based on a maximum weighted score of 1000 points, based on the following criteria:

EVALUATION CRITERIA			
	Weight	Points	Maximum Total Points
<u>Qualifications, Expertise and Performance on Similar Projects</u>	6	____/10	60
Past ability to successfully complete projects within timelines and budgets	4	____/10	40
Stability and reputation of firm	5	____/10	50
Qualifications of technical support staff	5	____/10	50
Qualifications of senior staff/project manager	5	____/10	50
20%			
<u>Proposed Project Manager and Team</u>	15	____/10	150
Past experience in directing/involvement with similar projects	5	____/10	50
Specialize field or expertise	10	____/10	100
Understanding of proposed project			
30%			
<u>Completeness and Creativity of Proposal and Schedule</u>	5	____/10	50
Availability of key staff	5	____/10	50
Demonstrated cost control/monitoring program	15	____/10	150
Methodology and Schedule	5	____/10	50
Quality Assurance program	10	____/10	100
Creativity and innovation demonstrating how the firm will assist the City in achieving efficiency, and the most effective utilization of the City’s and the firm’s resources.			
40%			
<u>Knowledge of City regarding the Project</u>	10	____/10	100
Members of the Consultant team must be familiar with the City’s infrastructure, and have a working knowledge of applicable City studies and Master Plans.			
10%			
TOTAL POINTS			1000

- The cost to complete this study is fixed at \$610,200.00 (including H.S.T.). One Hundred (100) points will be deducted from the final score for any proposal with a price submission that is not exactly \$610,200.00 (including H.S.T.).
- If one or more firms are deemed equal in a particular item, each will receive the same points for that item.
- Each item is scored at a maximum of 10 points.

9.3 Highest Ranked Proposal

The highest ranked proposal will be the result of the highest score (highest ranked) and will be considered the “best ranked proposal”.

The City reserves the right, at its own discretion, to accept or reject any proposal. The Consultant understands that fundamental to this competition is the selection of a proposal that in the sole judgment of the City, most effectively meets the requirements of the City.

D. PROPOSAL SUBMISSION REQUIREMENTS

10.1 Submission Format

The reply to this RFP is to consist of one (1) **sealed** envelope and is to be in a standardized format as noted hereinafter.

10.2 Addenda to the RFP

Any Addenda received by the Consultant are to be enclosed with their submission. **In order to receive a response, all requests for clarification(s) must be received by the Project Manager by 4:00 p.m. on September 1, 2010;** as previously noted no response will be provided to inquiries received after this date and time.

Rejection of Proposals

The City reserves the right to reject any and/or all proposals received. The City is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposal at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal does not constitute acceptance of any proposal.

APPENDIX 1

BIDDER'S DECLARATION

To: THE CORPORATION OF THE CITY OF SARNIA

I/We _____
(name)

(title/position)

of _____
(name of firm)

1. DECLARE that no person, firm or corporation other than the one whose signature or the signature of whose proper officers is attached below, has any interest in this proposal or in the Contract proposed to be undertaken.
2. FURTHER DECLARE that this proposal is made without any connection, knowledge, comparison of figures or arrangement with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.
3. FURTHER DECLARE that no City of Sarnia employee or Member of Council is, or will become interested directly or indirectly as a contracting party or otherwise, in the performance of the Contract or be entitled to any portion of the profits to be derived therefrom.
4. FURTHER DECLARE that the several matters stated in the said proposal are in all respects true.
5. FURTHER DECLARE that I/We have examined and reviewed the RFP and the Terms of Reference relating thereto, and hereby propose and offer to enter into a contract to provide all of the services required under the provisions therein set forth, and to accept in full payment therefore, the sums stated in the Form of Proposal (Price Quotation).
6. AGREE that this offer is to continue open for acceptance until a formal Contract is executed or a Purchase Order is issued to the successful bidder.

Signature of Witness

Signature of Authorized Officer

Name of Witness (print)

Name of Authorized Officer (print)

DATED at _____, this ____ day of _____, 2010.

BID EVALUATION PROCESS

1. The objective of this section is to describe the criteria in the selection of a bidder with which the City of Sarnia Purchasing Department would:
 - (a) enter into a contract for the goods and services identified in the Invitation to Bid (RFQ, RFP, Tender); or,
 - (b) commence the negotiation process for a contract; OR,
 - (c) recommend for Sarnia City Council's consideration, the acceptance of the bid submission.

2. The following process would apply:
 - (a) Scrutiny of the bid submissions relative to compliance with the requirements of the RFQ, RFP or Tender such as submission of all specified forms and schedules, meeting technical specifications including adherence to items where "No Substitutes" are allowed, and agreements with the City's general Terms & Conditions.
 - (b) Elimination of bids not meeting the fundamental requirements stated above, as well as elimination of bids not received on time.
 - (c) Elimination of bids from contractors and vendors where that contractor, vendor, or its principals have been, or currently are, involved in litigation or dispute with the City of Sarnia, other than a claim for property damage or personal injury, where that litigation or dispute impacts upon the ability of the parties to further engage in reasonable business relations.
 - (d) Evaluation of the merits of all compliant bids. The evaluation will consider financial and technical merits, vendor/contractor reputation based on past performance with City and with others, initial costs, ongoing maintenance costs and overall cost effectiveness over the long term.