

REQUEST FOR PROPOSAL
for
STAND PIPE RESERVOIR RECOATING
VILLAGE OF DONALDA

Submission Due:
2:00pm February 15, 2018
At Select Engineering Consultants
Suite 100, 17413 107 Avenue NW
Edmonton, AB T5S 1E5

Prepared by:
Neil Renneberg
Project Manager
Select Engineering Consultants

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APPENDICES

A: FINANCIAL & SCHEDULE PROPOSAL

B: PHOTOGRAPHS OF RESERVOIR

1.0 BACKGROUND AND OBJECTIVES

1.1 Requirement

The Village of Donalda (the “Village”) is seeking proposals from qualified contractors to complete rehabilitation of the existing stand pipe reservoir that provides potable water to the Village of Donalda. The rehabilitation will include the following work:

1. Preparing the interior surface of the reservoir for coating, complete with patch repairs as required;
2. Applying potable water certified surface coating to interior surface, complete with quality control and assurance to confirm thickness and adhesion;
3. Preparing the exterior surface of the reservoir for painting;
4. Apply exterior surface paint to reservoir;
5. Site cleanup and turnover to the Village of Donalda.
6. All appropriate coordination of approvals and inspections from Alberta Environment and any appropriate building safety code requirements.

The Village will complete the necessary work related to emptying and re-filling the reservoir and will not be the responsibility of the successful Contractor.

1.2 Invitation

The Village is responsible to adhere to the rules and regulations of the New West Partnership Trade Agreement and therefore the request for proposals is posted on Alberta Purchasing Connection as well the proposal call is posted on their municipal web site (www.village.donalda.ab.ca).

1.3 Period of Proposed Contract

The successful Contractor shall perform the work in such a manner so as to complete the work by June 30, 2018.

1.4 Project Authority

The services provided will be subject to review and acceptance by the Village’s Engineer identified as: Neil Renneberg, Select Engineering.

Formal award of the contract will be considered and passed by the Council of the Village of Donalda.

1.5 Project Schedule

The following is the proposed schedule for this project.

Request for Proposal released	January 25, 2018
Proposals due	February 15, 2018
Contract Award	March 7, 2018
Contract Completion Date	June 30, 2018

2.0 PROPOSAL REQUIREMENTS

2.1 Proposal Schedule

Proposals are due no later than 2:00 p.m. on Thursday, February 15, 2018. Requests for an extension to this closing date must be made 72 hours prior to the closing time for consideration, and a detailed explanation on the requirement for the extension is to be provided.

2.2 Inquiries

All inquiries regarding this Request for Proposal (RFP) are to be directed to:

Neil Renneberg
Project Manager
Select Engineering Consultants
Suite 100, 17413 107 Avenue NW
Edmonton, AB T5S 1E5
Phone: 780-651-5773
Fax: 780-651-5757
Email: nrenneberg@selecteng.ca

Inquiries must be received in writing (e-mail or fax) no later than 4:00 p.m. on Wednesday, February 7, 2018. All inquiries received, and the answers will be provided to all participating Contractors by way of written communication, no later than 2:00 p.m. on Friday February 9, 2018 without naming the source of the inquiry.

2.3 Order of Precedence

The documents listed below form part of the Request for Proposal (RFP) and will be incorporated into the resulting contract. If there is a discrepancy between the wording of one document and the wording of any other document, which appears on the list, the wording of the document, which appears first on this list, shall take precedence:

Signed Contract
Request for Proposal
Appendix A – Financial & Schedule Proposal

2.4 Proposal Content

The Contractor's proposal shall be formatted to respond to the following headings:

1. Understanding of Scope of Work and Project Objectives:

- A demonstration of the Contractor's ability and experience in successfully completing similar projects.
- A demonstration of the Contractor's understanding of the assignment, including overall scope and objectives.

2. Experience and Qualifications of Contractor:

- A detailed company profile outlining qualifications of the contractor for a project of this type and complexity.
- A detailed description of "TWO" similar or related projects of similar magnitude completed within the previous 5 years.
- A list of all subcontractors, if any, who will be utilized by the Contractor on this project along with their company profile and qualifications.

Please note that the Project Authority reserves the right to contact any of the Contractors clientele provided in response to the above-mentioned questions.

3. Detailed Work Plan & Schedule:

- A detailed written procedure that covers the patching, preparation, application, curing, and reinstatement of the reservoir.
- A detailed schedule that covers the total duration the reservoir will be out of service, and durations of each individual aspect of the work to be completed.

4. Materials:

- A list of all proposed materials that are to be used for the interior coating and exterior painting, complete with all relevant information that is available from the manufacturer. Multiple choices may be provided, but must be complete with separate costs associated with the different materials, and a summary of potential benefits with different products.

5. Overall Presentation of the Proposal:

- It is recommended that your submission be bound, letter sized pages (8 ½" x 11"), single-sided, with a minimum 10 point font. Spreadsheets may be submitted on 11" x 17" ledger sized pages.
- Three (3) copies of the bound proposal are to be submitted.

6. Financial Proposal:

The contractor shall submit a financial proposal as follows:

- A financial component comprised of a completed form from Appendix B.

7. Bonding & Insurance Requirements:

The contractor must provide a current Certificate of the Workers Compensation Board, confirm insurance coverage, and confirm eligibility to provide performance, materials, and labour bonding for the project when signing a contract. This information is mandatory and must be provided:

Insurance Coverage shall consist of the following:

- Commercial/General Liability in an amount not less than \$2,000,000 per occurrence;
- Automobile Liability in an amount not less than \$2,000,000 per occurrence;
- Excess Liability in an amount not less than \$2,000,000 per occurrence.

2.5 Proposal Review

Proposals will be reviewed in detail and scored by the Project Authority.

During the proposal review, the review team reserves the right to clarify any issues during the entire evaluation process.

2.6 Financial Proposal

Financial Proposals are to be submitted as part of the proposal. The Contractor is to provide a total lump sum price for the project, inclusive of all preparation fees, construction, permits, disbursements and taxes, to complete this project in accordance with the requirements detailed herein and in the Contractor's proposal.

2.7 Proposal Evaluation

The contents of the proposal should address the evaluation criteria outlined below and will be scored in relation to the points that are stipulated.

- | | |
|--|-------------------|
| 1) Understanding of Scope of Work and Project Objectives | (15 marks) |
| 2) Experience and Qualifications of Consultant (Team) | (10 marks) |
| 3) Detailed Work Plan & Schedule | (25 marks) |
| 4) Materials | (20 marks) |
| 5) Overall presentation of the proposal | (5 marks) |
| 6) Financial proposal | <u>(25 marks)</u> |

Total = (100 marks)

Only proposals deemed acceptable by the Project Authority will be considered for evaluation. This decision will be based on evaluation criteria items number one (1) through to number six (6) outlined above.

2.8 Basis of Selection

The Village intends to recommend the appointment of the Contractor on the basis of "**best overall value**" as determined from the evaluation of each completed proposal.

3.0 LIMITATIONS AND WARRANTY

6.1 Proposal Validity

Proposals shall remain valid and open for acceptance by the Village for a period of sixty (60) calendar days, following the due date for receipt of proposals.

6.2 Right to Award

The Village of Donalda reserves the right to award this Request for Proposal (RFP) to any, or none, of those firms who submit a proposal. Village staff will provide a debriefing upon request. Regardless of the decision to award, or not to award, this RFP, the prospective Contractors are responsible for all costs incurred in the preparation of its proposal.

3.3 Statement of Confidentiality

Contractors may submit proposals containing a “Statement of Confidentiality”. However, this statement **must** indicate that the proposal can be reviewed by any staff of the Village of Donalda, Village of Donalda Council members, representatives or contractors employed by the Village of Donalda including an independent third party consultant contracted by the Village solely for the purpose of reviewing the proposal. Any deviation may cause the proposal to be deemed ineligible.

3.4 Warranty

The work completed by the Contractor shall include a 1 year warranty period. During this 1 year warranty period, the Contractor shall be responsible for faulty material and/or workmanship, and for maintenance and corrections which are a direct result of faulty material and/or workmanship.

4.0 PROPOSAL SUBMISSION

The Contractors are to submit their proposals to the Village of Donalda no later than 2:00 p.m. on Thursday, February 15, 2018. Any submissions received after this time will be ineligible and remain unopened.

Three (3) copies of the bound proposal must be submitted in a sealed envelope, and clearly marked "**Stand Pipe Reservoir Recoating – Village of Donalda**" to

Select Engineering Consultants
Suite 100, 17413 107 Avenue NW,
Edmonton, AB T5S 1E5
Attention: Neil Renneberg

Proposals will only be received by mail, courier or hand delivery. An electronic version may be requested at a later date.

APPENDIX A:

Financial & Schedule Proposal

Financial and Schedule Proposal

The Contractor offers to provide the services detailed herein under the “Request of Proposal – Stand Pipe Reservoir Recoating” and as further detailed in the Contractor's proposal, to the acceptance of the Village of Donalda for the following Total Lump Sum price as follows:

<u>Village of Donalda - Stand Pipe Reservoir Recoating</u>	
Financial Proposal	
<u>Task</u>	<u>Total</u>
Preparation and Patching of Interior Surface	
Application of Interior Coating	
Preparation of Exterior Surface	
Application of Exterior Paint	
Site Cleanup and Turnover	
Subtotal	
GST	
Total Lump Sum Cost	

<u>Village of Donalda - Stand Pipe Reservoir Recoating</u>	
Schedule Proposal	
<u>Task</u>	<u>Time (days)</u>
Preparation and Patching of Interior Surface	
Application of Interior Coating	
Preparation of Exterior Surface	
Application of Exterior Paint	
Site Cleanup and Turnover	
Total Duration in days	
Anticipated Start Date (Reservoir Out of of Service)	
Anticipated Reinstatement Date for Reservoir	
Anticipated Completion Date	

Submission of Proposal

SIGNED this _____ day of _____

Signature & Seal Name and Title, I have the authority to bind the Corporation

Phone Number Email Address

Company Name

Company Address

Appendix "B"

Photographs of the Reservoir







A copy of the video inspection and report is available online from Select Engineering's FTP Server, and can be accessed by following the below instruction:

Server: <ftp.selecteng.ca>

Username: Donalda

Password: donalda2018

If experiencing issues with the login please use the following steps:

1. Open **Internet Explorer**
2. Select the **Tools** Tab
3. Select **Internet Options**
4. Select the **Advanced** Tab
5. Scroll to the bottom of **Browsing**
6. Turn off **"Use Passive FTP"**

*FTP access may be unavailable on January 28 & 29, 2018 for maintenance.