

**TOWN OF FORT FRANCES**

**REQUEST FOR PROPOSAL**

**FOR**

**DESIGN FOR WASTEWATER COLLECTION SYSTEM LIFT STATION UPGRADES**

**RFP NO. 2022-OF-17**

**September 14, 2022**

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**TOWN OF FORT FRANCES  
REQUEST FOR PROPOSAL**

**FOR**

**DESIGN FOR WASTEWATER COLLECTION SYSTEM LIFT STATION UPGRADES**

**RFP NO. 2022-OF-17**

The Town of Fort Frances wishes to obtain proposals from a reputable Engineering Firm for engineering services for the the Town's lift stations that form part of the Wastewater Collection System. Sealed proposals, in triplicate and clearly marked shall be submitted to:

**Faisal Anwar, Administrator  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario P9A 3P9**

and must be received no later than:

**TUESDAY, October 18, 2022 AT 2:00 PM CST**

after which time such Tenders will be opened and read aloud in the Committee Room, Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario.

Questions regarding this proposal must be directed to Craig Miller, P.Eng., Environmental Superintendent, at telephone (807) 274-9893 facsimile (807) 274-7360 email [cmiller@fort-frances.com](mailto:cmiller@fort-frances.com).

The lowest or any proposal will not necessarily be accepted. The Town reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the Contract in the best interest of the Town in its sole and unfettered discretion. The accepted proposal must be approved by Council.

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## SECTION 2

### GENERAL INFORMATION AND INSTRUCTIONS

#### 2.1 INTENT OF THE REQUEST FOR PROPOSALS

The purpose of this request for proposal is to retain a reputable firm to complete the investigation and detailed design for the works described in detail in Section 3. At a high level, the Town recognizes that the six (6) wastewater collection lift stations within the Town of Fort Frances are aging assets and are in need of renewal or replacement. The successful engineering firm will undertake this review and provide a report with recommendations to the Town.

#### 2.2 QUALIFICATIONS

The lowest or any proposal will not necessarily be accepted. The Town reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the contract in the best interest of the Town in its sole and unfettered discretion. The accepted proposal must be approved by Council.

#### 2.3 CLOSING DATE

The Request for Proposals closes at 2:00pm CST, Tuesday, **October 18, 2022** and will be publically opened immediately thereafter at the Committee Room, Civic Centre, Fort Frances, Ontario.

Three (3) copies of the proposal, fully completed, sealed and marked "**RFP No. 2022-OF-17**" must be delivered by mail or otherwise, to the Administrator, not later than 2:00 pm CST on the closing date.

#### 2.4 INFORMAL PROPOSALS

All proposals provided and all entries shall be in ink or typewritten. Proposals which are incomplete, conditional or obscure or which contain additions not called for, erasures, alterations or irregularities of any kind, or in which any of the prices are obviously unbalanced, may be rejected as informal.

The Town reserves the right to disqualify proposals not submitted in strict accordance with the terms and conditions of the Terms of Reference.

#### 2.5 ERRORS AND OMISSION

The Firm shall examine the Terms of Reference Documents as soon as possible. Any errors, omissions or conflicts discovered shall be reported to the Manager of Operations and Facilities immediately.

Verbal instruction and/or communications will not be accepted.

## **2.6 LIST OF ADDENDA**

During the request for proposals period, Firms may be advised by Addenda of required additions to, deletions from, or alterations in the Terms of Reference Documents. All such changes shall become an integral part of the Terms of Reference Documents and shall be allowed for in arriving at the Total Proposal Price. All Addenda received during the request for proposals period shall be acknowledged.

## **2.7 PROPOSAL WITHDRAWAL AND AWARD**

Proposals received by the Administrator prior to Closing may be withdrawn upon written application only. The last proposal received shall invalidate all previous proposals received from the same Firm. Withdrawal of proposals shall be by letter bearing an official company or corporation signature and seal only.

No contracts will be awarded until after the proposal has been approved by Council.

Council reserves the right to:

- i) reject any recommendation;
- ii) reject any or all proposals;
- iii) accept any proposal deemed to be in the best interest of the Town, or
- iv) disqualify proposals not submitted in strict accordance with requirements of the terms of reference documents.

Firms are informed that it is a condition of the Terms of Reference Documents that each proposal shall remain in force from the closing date of the request of proposal until forty-five (45) calendar days thereafter unless the Firm has been formally rejected.

## **2.8 TAX MANAGEMENT (HST)**

As it is the responsibility of the Firm to determine levy and collection of the Harmonized Sales Tax (HST), amounts bid shall show separately the HST amount, or alternatively cite the basis of exemption in lieu thereof.

## **2.9 ONTARIO RETAIL SALES TAX**

Where contracts are awarded to non-resident Ontario Firms, they are required to either:

- a) Provide a copy of a valid Retail Sales Tax Vendor Permit, or
- b) file with the Town a copy of the letter of compliance issued by the Ontario Retail Sales Tax Branch.

Failure to comply will result in 4% of each payment due to the Contract to be withheld for remittance to the Treasurer of Ontario.

## **2.10 FAX TRANSMITTAL**

Proposals may be submitted by Fax transmittal (807-274-8479) subject to additional conditions:

- i) All terms and conditions outlined in the Terms of Reference apply, including duplicate fax transmittals

- ii) All original proposal documents and enclosures are received within forty-eight (48) hours of the closing date of the request for proposals, and
- iii) The Town assumes no responsibility whatsoever for proper receipt of such Fax transmittals.

## **2.11 MUNICIPAL FREEDOM OF INFORMATION PROTECTION OF PRIVACY ACT**

The Town is governed by the Municipal Freedom of Information and Protection of Privacy Act, therefore Firms must accept that proposal contents can be made public as a condition of the request for proposal process.

## **2.12 PAGES NUMBERED**

All pages of the proposal document submitted must be numbered.

## **2.13 LOCATION OF FORT FRANCES**

The Town of Fort Frances is located in the District of Rainy River, approximately 350 kilometers west of Thunder Bay, Ontario and 425 kilometers East of Winnipeg, Manitoba. The Town is bounded to the north and the east by Couchiching First Nation and the unorganized Township of Miscampbell, to the west by the Township of Alberton, and to the south by the United States of America. Also please note that Fort Frances is in the Central Time Zone.

## **2.14 FIRM'S INSURANCE**

The successful Firm shall take out and keep in force throughout the duration of the Contract, a comprehensive policy of Professional Liability in the amount of not less than \$2,000,000.00 inclusive per occurrence.

The Town of Fort Frances shall be named as an additional insured thereunder, a certified copy of the policy or certificate thereof shall be deposited upon signing of the Agreement or as the Town may direct.

## **2.15 INQUIRIES**

Questions regarding the Terms of Reference must be directed to:

Craig Miller, P.Eng.  
Environmental Superintendent  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

Telephone: 807-274-9893 ext 1313  
Fax: 807-274-7360  
Email: [cmiller@fortfrances.ca](mailto:cmiller@fortfrances.ca)

**SECTION 3**  
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- 3.2 SCOPE OF WORK
- 3.3 OTHER SPECIFICATIONS FOR THE DESIGN ACTIVITIES



## SECTION 3

### PROJECT DESCRIPTION

#### 3.1 GENERAL INFORMATION ON THE DESIGN ACTIVITIES

The successful firm will be tasked with reviewing the six (6) wastewater collection lift stations within the Town of Fort Frances. Each lift station is to be assessed for remaining useful life, ensuring that the wet wells are sized appropriately for the current average and peak flows with the collection system and recommending a renewal and/or replacement program to bring the lift stations up to currently accepted standards and to ensure that the lift stations are positioned to operate for a 25-50 year period.

The Town has two types of lift stations:

Church Street, Strachan Place and Boundary Road lift stations are smaller than the others and do not have standby generators or buildings for their controls. These lift stations consist of a wet well with submersible pumps and above ground control equipment in a control panel. The town has a new mobile generator on order that will be used to power these lift stations in the event of a power outage.

Fifth Street, White Pine and Central Avenue lift stations are larger lift stations and consist of both a wet well and a dry well with suction pumps. They also have above ground buildings housing the controls and standby generators.

Church Street and White Pine lift stations wet wells are believed to be undersized for the flows in the Town's collection system. Fifth Street lift station receives wastewater flows from Couchiching First Nation plus wastewater flows local to the lift station catchment. Central Avenue lift station is pivotal to the operation of the Town's collection system. This lift station has high flows through it and little storage capacity in the event of an outage.

All lift stations utilize outdated bar screen technology for screening debris from incoming flow streams.

#### 3.2 SCOPE OF WORK

The purpose of this request for proposal is to retain a reputable Firm to complete a detailed assessment of the Town's lift stations and to prepare a plan with budgets for recommended renewals and upgrades and/or replacements to allow the lift stations to continue operating for the next 25 to 50 years.

1. Review existing process, equipment, piping, etc. associated with each lift station.
2. Review existing data on flows being handled by each lift station.
3. Review the adequacy of the existing wet wells and the volumes that they are designed to handle.
4. Review existing relevant documentation included as part of this RFP.
5. Review, inspect and assess each lift station (*note – the lift stations are considered confined spaces and adequate proof of Confined Space Entry Training is required before being allowed to enter any lift station dry well or wet well*).
6. Complete a detailed inventory of each lift station and prepare a detailed, current assessment of the equipment in its current state, including its age and expected life cycle.
7. Provide an overall condition rating of each lift station as well as each assessed asset for

Asset Management purposes following the Town's condition reporting parameters.

8. Provide a list of prioritized recommendations for upgrades and renewals and/or replacements for each lift station and provide options, if there are any available.
9. Provide budget for recommended upgrades and renewals and/or replacements, including a budget for engineering a tender package, a budget for tendering the recommended works and a budget for project management of any tendered projects. Also include timelines for engineering and submissions to and approvals from the Province of Ontario and construction.

Included in scope: All process related equipment, including but not limited to piping, valves, pumps, motors, instrumentation, electrical, standby generators, communications etc., building lighting, building and process civil works, all mechanical systems, windows, doors, electrical supply and power factor.

Limited exclusion from scope of work: PLC control systems. The Town is already working with Lakeside Process Controls to upgrade the aging PLC's to match the Delta-V control system at the wastewater treatment plant.

### **3.3 OTHER SPECIFICATIONS FOR THE ENGINEERING ACTIVITIES**

1. The Town is requiring that the successful firm complete the design works in as timely fashion as possible. The intent is to award the contract to the successful firm within 2 weeks of the closing date of October 18, 2022. Each firm shall include a proposed schedule with their proposal. The successful firm shall submit a formal schedule of work including important dates and milestones to the town, prior to commencing work.
2. The successful firm shall complete the review and design works in accordance with applicable regulations and codes within the Province of Ontario and Canada.

**SECTION 4**  
**PROPOSAL REQUIREMENTS**  
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- 4.1 PROPOSAL REQUIREMENTS SUBMITTED BY FIRM
- 4.2 PROPOSAL EVALUATION
- 4.3 OCCUPATIONAL HEALTH & SAFETY PLAN
- 4.4 CONTRACT

## SECTION 4

### PROPOSAL REQUIREMENTS

#### 4.1 PROPOSAL REQUIREMENTS SUBMITTED BY FIRM

The proposals prepared by the Firms will clearly indicate that the design works will be carried out in accordance with the **Request for Proposal 2022-OF-17**. The Firm's proposal must contain at least, but is not necessarily limited to the following:

- 1) A work chart or work schedule showing the timing of the major tasks and milestones for each part of this project.
- 2) The Firm shall describe their previous work of this type, highlighting their experience and expertise with the specific requirements of this project. If the Firm intends to partner with others to complete certain components, the experience and expertise of those partner companies must also be described, citing previous relevant work.
- 3) The Firm shall identify the lead designer and other staff and list the responsibilities of each. Qualifications of the Firm's lead designer and key personnel should be outlined. Any substitution of staff during the course of the design works will not be permitted without approval of the Town's Manager of Operations and Facilities.
- 4) Maximum total cost of the project broken down by deliverable, where major tasks or milestones, field inspection work, report writing, printing costs and other disbursements are listed separately.
- 5) Per diem rates for key personnel involved in the project and an estimate of the number of hours that project staff will spend on each specific task.
- 6) A listing of any special circumstances required to complete the design works.
- 7) Identify any possible gaps in this Request for Proposal and how these gaps will be taken into account in the design activities.
- 8) Submit a listing of previous projects of similar scale or type completed for Municipal or institutional clients.
- 9) Three (3) copies of the proposal will be submitted
- 10) All Documents will be in Microsoft Office Format.

#### 4.2 PROPOSAL EVALUATION

The Town of Fort Frances will review the proposal submitted by each individual Engineering Firm during late October / early November 2022. A scoring system will be utilized on the following categories:

- 1) Quality of the proposal submitted - ease of understanding, required components of the Design Activities, and work schedule.
- 2) Past Experience in completing similar design activities.

- 3) Key Personnel assigned to the project
- 4) Proposal value
- 5) Schedule

It should be clearly understood that the Town of Fort Frances has the right to assign weighting to each of the 5 above mentioned categories and if any proposal submitted fails to include any mandatory requirements as outlined in the Terms of Reference, the proposal is automatically disqualified.

#### **4.3 OCCUPATIONAL HEALTH & SAFETY PLAN**

The proposed Occupational Health and Safety Plan shall outline the Firm's general approach to Occupational Health and Safety.

The successful Firm will be responsible for meeting all of the "employer" obligations under the Occupational Health and Safety Act (OHSA) and shall ensure that all work is carried out in accordance with the OHSA and all applicable regulations. This includes but is not limited to, the duties to: provide a safe workplace; provide information and educate the workers on workplace hazards; appoint a competent supervisor; prepare and provide a health and safety policy; implement a comprehensive health and safety program to support the policy; and take every reasonable precaution to protect the health and safety of workers.

Each Firm shall submit a statutory declaration with the proposal: Appendix "A".

#### **4.4 CONTRACT**

The Firm shall include a draft contract of engagement with their proposal.

The Firm shall enter into an engineering contract with the Corporation of the Town of Fort Frances. The contract shall indicate that work to be undertaken shall be done to the satisfaction of the Municipality according to the request for proposal and for the amount agreed upon by the two parties. The contract shall also indicate that no additional money shall be paid to the Firm for any additional work for which prior authorization has not been given in writing. The contract shall contain, as a minimum, the Request for Proposal and the Proposal accepted.

**APPENDIX "A"**

**STATUTORY DECLARATION**

## STATUTORY DECLARATION

In submitting this proposal, I/We, on behalf of \_\_\_\_\_  
Legal Name of Company

certify the following:

- (a) I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2) (j) the *Occupational Health and Safety Act*, R.S.O. 1990, c.O.1, as amended, (the "OHSA").
- (b) With respect to the services being offered in this proposal, I/We and our proposed sub-contractors, acknowledge the responsibility to, and shall:
  - (i) fulfill all of the "employer" obligations under the OHSA and ensure that all work is carried out in accordance with the OHSA and its regulations.
  - (ii) ensure that adequate and competent supervision is provided as per the OHSA to protect the health and safety of workers; and
  - (iii) provide information and instruction to all employees to ensure they are informed of the hazards inherent in the work and understand the procedures for minimizing the risk of injury or illness.
- (c) I/We agree to take every precaution reasonable in the circumstances for the protection of worker health and safety, as required under the OHSA.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
(Authorized signing agent for the Firm)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Telephone Number)

## **APPENDIX “B”**

### **SUPPORTING DOCUMENTATION & TECHNICAL INFORMATION**

Available for Download At:

<https://fortfrances.ca/town/administration-finance/tenders>