



## **REQUEST FOR PROPOSAL (RFP):**

Town of Drayton Valley Water Master Plan 2020 Update

RFP Number: **13-2020/09/E**

June 30, 2020

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## Section 1.0 - REQUEST

- 1.1 The Town of Drayton Valley (as may be referred to hereinafter as the “Town”) is requesting a detailed and comprehensive proposal from qualified Consulting companies and/or businesses for the delivery of updating Water Master plan for the municipality
- 1.2 The Town is seeking proposals to meet the minimum requirements for water service delivery as outlined in this Request for Proposals. Proponents are invited to provide alternative options or solutions to address the service need.

- 1.3 Inquiries or general information is available from:

Milton Ferretti, B.Eng.,C.E.T.  
 Project Manager  
 Town of Drayton Valley  
 Phone: 780-514-2207  
[mferretti@draytonvalley.ca](mailto:mferretti@draytonvalley.ca)

- 1.4 **Closing date and time for Proposals: To help the Town of Drayton Valley to identify your submission please cut out the label below and affix this label to the outside of your Proposal:**

### PROPOSED LABEL

Town of Drayton Valley 5102-52 <sup>nd</sup> Street Drayton Valley, AB, T7A 1A1  Town of Drayton Valley: Water Master Plan 2020 Update		
RFP 13-2020/09/E	CLOSING DATE July 21, 2020	CLOSING TIME 14:00:00 MST
REPLY TO:	Milton Ferretti, B.Eng.,C.E.T. Project Manager	

Proposals received after the deadline date and time may not be considered and may be returned unopened. **Proposals will not be opened in public**

### 1.5 KEY DATES

a)	Issue of proposal documents to qualified consultants	June 30, 2020
b)	Proposal Close	July 21, 2020
c)	Award of contract	July 27, 2020
d)	Project completion and final report	November 30, 2020

## Section 2.0 - REQUIREMENTS

### 2.1 PURPOSE

The purpose of the RFP is to update Water Master Plan for the Town. The main focus of this assignment will be:

- 1) Update the Water Master Plan by incorporating current standards to determine system hydraulics, system capacities, water treatment capacities, water availability and water quality.
- 2) Review existing infrastructure condition and performance taking into account Town's projected growth rate and economic analysis parameters to the 5, 7, 10, and 15-year horizon. The review must look and include the system needs for 5, 7, 10, and 15 years, not a wish list but actual fixes & upgrades including estimated costs.
- 3) Identify any new capital projects that may be required and provide estimated costs and possible impacts.

### 2.2 LOCATION

5120 52 Street, Drayton Valley, Alberta.

### 2.3 AVAILABLE INFORMATION:

The Town can supply Current Drayton Valley Water Distribution Master Plan and Master Development Plan.

### 2.4 MINIMUM PROPOSAL REQUIREMENTS

Each proposal must contain the following information:

- a. a description of the Proponent's services, including experience and financial viability;
- b. unit and hourly price quotations;
- c. and proof of liability and automobile insurance coverage;

### 2.5 FIRM CAPABILITY AND CAPACITY

The previous five contracts of relevant experience of the firm and any proposed sub-consultants must be described. The projects listed should be similar in nature to the Scope of Work included in this RFP. The description will include the manner in which this project would affect the current and anticipated workload of the firm, any special equipment or other resources that would enhance the ability to perform the work, and internal procedures for maintaining project schedules, quality control, and quality assurance. Unique or special qualifications related to the substance of the proposed work should be emphasized.

### 2.6 STAFF QUALIFICATIONS

The staff persons who will comprise the project team must be identified and their assignments and qualifications described. Persons from the principal firm and any sub-consultants should be included. Of particular relevance will be experience on similar

projects. An organizational chart showing the relationship of the individuals to each other and to the tasks to be performed should be included. The specific responsibility of each staff member must be identified. Of particular relevance are the qualifications of the Project Manager and the task leaders of the various disciplines. Given the mix of disciplines and the length of the project, candidates who demonstrate a team employing a mix of experienced and junior engineers, trades, technicians and planning and costing specialists will be viewed favorably.

## 2.7 PROJECT UNDERSTANDING AND APPROACH

A general description of the firm's understanding of the project must be provided. This description should include a summary of knowledge about Town of Drayton Valley, general issues related to the preparation of this type of design, specific issues that apply to the Town and the surrounding region, and special issues or problems that are likely to be encountered.

The proposed approach for dealing with the tasks and issues of the project must be described. The objectives, major tasks, and products described in the Scope of Work (this RFP) should be used as the basis for this description. Specific methods of achieving these objectives and tasks to be performed should be described. A schedule indicating the duration and relationships of the tasks, key events, and major deliverables must be included. Priorities for achieving the objectives of the Scope of Work should be included in the Submission.

The consultant will be expected to work closely with Town staff in the completion of the required work. Town staff will contribute to the completion of the tasks described in the Scope of Work (this RFP). The Submission should include a description of the assumptions made concerning the nature and extent of Town staff contribution.

## 2.8 AVAILABILITY/LOCATION OF KEY STAFF

The location of the offices where the work will be performed should be specified. Of particular relevance are the locations of the Project Manager and other key members of the project team. Availability of key staff persons at strategic times during the study must be assured.

## 2.9 PERSONNEL HOURS AND HOURLY RATES

A fee or cost Submission to complete the proposed tasks must be provided. This fee/cost Submission will include hourly billing rates for each professional title, a distribution of hours by task, and reimbursable direct expenses. Overhead rates should be shown. Unit costs for providing staff support to public meetings should be described.

## 2.10 RESUMES

Detailed resumes of key staff members should be included to supplement the description of staff qualifications. These resumes may not exceed three pages for each person. A list of individuals to be assigned to this project, their relevant experience and qualifications to this project, their role, and the portion of their time that will be available for this project is required.

## 2.11 OTHER INFORMATION

It is recommended that each proponent wishing to submit a proposal to carry out this project shall also include the following with their proposal:

- A corporate profile of their firm outlining its qualifications and prior experience in the local area and the preparation of large-scale infrastructure projects and utilities master plans among others.
- An outline of the methodologies and planning approach proposed.
- An outline of the proposed communications strategy to engage relevant stakeholders.
- A proposed work plan for the completion of the project expressed in weeks from the date of notification of proposal acceptance.
- Any other relevant information.

## Section 3.0 - SCOPE OF WORK

3.1 The following services will be required in the performance of this Agreement in order to achieve the Town's objectives. Modifications to this scope of work will be considered.

a. **PRIMARY FUNCTION**

Work with Town of Drayton Valley Engineering staff and in cooperation with municipal employees with the goal to update Water Master Plan.

b. **MAJOR RESPONSIBILITIES**

The scope of work shall consist of the supply of all equipment, labour, and materials required for the development of the Water Master Plan including the following:

- i. comprehensive summary of water issues that the Town is expected to face in the short, medium, and long term, specifically the 5, 7, 10, 15-year windows for actual useful repairs and upgrades;
- ii. summary of existing water licenses and an assessment of water source capacity;
- iii. review of the existing water distribution system with respect to its ability to provide water to the existing users within the service area;
- iv. summary of historic water usage and a projection of future water use based on expected impacts from population growth and climate change;
- v. recommendations of capital projects for implementation by the Town and prioritization of these projects based on their need to be implemented and the ability for the Town to fund such improvements;
- vi. recommendations for Development Cost Charge, water tax levels, and water toll rates;
- vii. summary of conclusions and recommendations based on the investigation.

The Project will include the following major tasks:

- Project start up and information gathering
- Research and analysis
- Kick-off and subsequent meetings with Town Staff
- Site visit(s)
- Plan submissions made at draft and final stages

### 3.2 WATER MASTER PLAN 2020 UPDATE MINIMUM EXPECTATION

The Town is seeking a consulting firm to evaluate the current state of the water systems with respect to:

- Current demands, system capacity, system condition and regulatory requirements
- Evaluate projected future demands and requirements based on projected development and probable growth patterns
- Evaluate probable future condition and serviceability of the system in light of changing regulatory standards and aging of the systems
- Perform hydraulic system modeling. Water modelling should be compatible with EPANET 2.2 and Bentley WaterCAD.
- Identify servicing alternatives and estimated costs
- Identify preferred alternatives based on evaluation criteria
- Identify short term and long-term improvements and priority projects
- All the collected data, water modelling data, tests, etc. are property of the Town

**The firm that is selected by the Town shall perform the minimum following tasks for this project:**

**I. Project Management Plan:** Prepare a project management plan that addresses:

- The work plan, project schedule and key milestones
- The anticipated approach to tracking study progress, issues, and information needs
- The process for communicating regularly with the Town's team
- The processes for communicating and working with the Town staff from various departments to obtain input and identify needs

**II. Stakeholder Engagement Plan:** Prepare a project engagement plan that addresses:

- The methods for identifying and engaging stakeholders and regulatory agencies that are affected by or have a direct interest in this master plan
- The process for communicating with stakeholders and regulators to receive input and address concerns that may affect the Plan.

**III. Planning, Population and Growth Assumptions**

- Review relevant plans, growth studies and supporting documentation
- Confirm population projections and growth assumptions
- Confirm future growth scenarios
- Confirm demographic characteristics and consumption patterns.
- The Town's Planning Department will provide Area Structure Plans, density range for Residential communities, and other information currently available
- Infrastructure and utilities shall be extended in a logical and economically practical manner having regard to the available capacity and the growth management policies of this plan.
- The design of water systems in the Town shall have regard for long-term maintenance requirements and ease of future servicing and infrastructure replacement.
- Town's Planning Department will disclose the Town's long-term target with regards to percentage of non-residential/residential assessment split. The non-residential component is comprised of industrial, commercial, institutional, and business park development.

**IV. Growth Alternatives**

Consultant is required to coordinate and obtain information with and from the Town's Planning Department.

## **V. Design Criteria**

- Identify/confirm design criteria used to analyze and size infrastructure
- Design criteria may include generation rates, maximum day flows, peak factors, water losses, and infiltration assumptions, criteria for determining storage capacities and pump station sizing
- Water modelling should be compatible with EPANET 2.2 and Bentley WaterCAD format

## **VI. Existing Systems Condition Assessment**

- Confirm existing water system capacities and constraints
- Identify any data gaps required for the assessment
- Analyze the Town's water rights and permits in conjunction with the operational characteristics and patterns of the respective sources, determine allowable operational scenarios based on available rights and identify any problematic constraints
- Undertake current system modeling to determine:
  - Average and peak operating demands
  - Any hydraulic constraints in the system
  - Fire flows, pipe flows, static and dynamic system pressures
  - Constraints and capacities for existing and short-term growth.
- The analysis should identify annual and seasonal, average, and peak water supply demands and capacities, and emergency water storage requirements for the Town in each service zone and in total through each year of the planning horizon.

## **VII. Existing System Improvements:**

- Identify practical system improvements needed to correct any identified system deficiencies
- Identify probable costs for improvements
- Identify priorities for implementation
- Identify system preservation measures required to prevent system deficiencies
- Prepare a map of system improvements and summary tables indicating the locations, functional data (size, capacity, material, etc.), estimated costs and implementation timeframes for the recommended improvement
- Identify capital needed and sources of fundings to upgrade existing system

## **VIII. Future Systems Assessment:**

- Confirm future growth and development objectives
- Model various growth scenarios based on the planning horizons to determine the Town's long-term water servicing needs and levels of service
- Assess requirement and develop a plan and alignment for possible new sources of water
- The new Water Master Plan 2020 Update will include a new future conditions section which will be based on 5, 7, 10, and 15-year proposed development windows as the targets.
- Proposed and future development projections, levels of service, and service alternatives/recommendations should be addressed. In addition, the Plan or study should also consider quality of life issues such as the integration of various existing technologies, future technologies, government regulations and future green issues.
- Assess the servicing implications (including feasibility, timing, and strategic goals) for allocating the majority of growth to areas likely to be developed in the foreseeable future.

## **IX. Future System Improvements:**

- Identify solutions for water servicing to accommodate projected future growth

- Identify the preferred alternatives based on the evaluation criteria
- Identify estimated costs for improvements
- Identify priorities for implementation
- Prepare a map of system improvements and summary tables indicating the locations, functional data (size, capacity, material, etc.), estimated costs and implementation timeframes for the recommended improvement
- Identify capital needed to support the recommended improvements
- Develop staging and sequencing plan for water servicing to accommodate projected future growth

## **X. Evaluation of Servicing Alternatives:**

The servicing alternatives shall be evaluated against the following evaluation criteria to determine the preferred alternative:

### Natural Environment:

- Impact on the North Saskatchewan river corridor and tributaries
- Impact on riparian areas
- Impact on aquatic and terrestrial habitat  
(The evaluation shall have regard for the Town's long-term plans and map schedules as well as any Environmental Inventory and Best Practices Report.)

### Social/Cultural:

- Proximity of the facilities to established residential areas and businesses
- Impact on archeological and cultural heritage features
- Impact on wells, well-head protection areas
- Impact on the Town's infrastructure and servicing agreements
- Consistency with regional and Town's Plan policies.

### Economic Prosperity:

- Ability of the servicing alternatives to support Town's strategic priority to enhance the non-residential assessment base
- Ability of the servicing alternatives to improve the timing of new industrial development areas.

### Technical and Operational Suitability:

- Constructability
- Security of the system
- Ease of connection to existing infrastructure and future water sources systems
- Ease of modification required to existing infrastructure
- Operations and maintenance requirements

### Financial and Fiscal Impact:

- Operations and maintenance costs (short and long term)
- Impact on off-site levy bylaw and other established funding sources
- Total capital cost.

## **XI. Stakeholder Engagement:** to achieve consensus on objectives of the water master plan

- Host workshop with select development industry, stakeholders, and Town staff to understand industry/municipality goals and aspirations
- Host Community Open house, if required, to understand community opportunities and challenges

**XII. Draft Report:** Prepare a draft report which includes:

- An Executive Summary
- Project purpose and objectives
- Overview of the study area
- Overview of project assumptions, including population projections, growth patterns, guiding objectives and project design criteria
- Overview of the methodology, including modeling approach and parameters
- Description of the existing system (including historical and present demands and capacities)
- Projected future growth and servicing demands
- Description of evaluation criteria
- Identification of alternative solutions
- Description and rationale for the preferred solution
- Recommended improvements and capital plan
- Recommended funding sources
- Recommendations, schedules, and priorities for implementation

Present draft report to the Town and Stakeholders.

Revise draft report as per review and comments from stakeholders and Town.

**XIII. Final Report**

- Finalize the Water Servicing Study
- Present final report to the Town

**XIV. Anticipated Project Deliverables**

- Executive Summary – hardcopy and PDF
- Draft report (unbound) and PDF
- Supply final report to Town including PDF Model of current water system
- Model of proposed water distribution system
- Table showing existing service system improvements, including project, priority, estimated costs
- Mapping of recommended upgraded system
- Include a capital improvement plan for the build-out horizons which includes priorities and estimated costs.
- Collected data, water modelling data, tests, etc. are to be submitted to the Town and are property of the Town. The Town's GIS Department will require all the data collected in ArcGIS Geodatabase format.

## Section 4.0 - GENERAL INFORMATION

### 4.1 BUDGET

Include a rate proposal, with a firm upset limit for each component of the service to be provided.

### 4.2 PROGRAM BUDGET

The Town of Drayton Valley has a fixed budget to undertake the Work described in this RFP. The Town of Drayton Valley reserves the right to delete any item, or number of items of the scope of work, or this RFP in its entirety should the Total Proposed Price or Fee exceeds the budget amount.

### 4.3 AGREEMENT REQUIREMENTS

- a. The successful Proponent will enter into a contractual agreement (in the form of a Services Agreement) with the Town within fifteen (15) days after delivery of the Agreement to the successful Proponent by the Town.
- b. If the successful Proponent fails to execute and return the Agreement to the Town within fifteen (15) days, the Town may cease all discussions and have no obligation to the Proponent, and may, if it chooses to do so, award the Agreement to another Proponent, all without affecting any claim which the Town may have against the Proponent as a result thereof.
- c. The Request for Proposals and the completed Proposal Form(s) including the Price Quotation and proposed Service Schedule of the successful Proponent will become Schedules of the Services Agreement.
- d. The Services Agreement will be for a negotiated term with the Town, and, at the Town's discretion, for an additional term.
- e. The Services Agreement will include, but may not be limited to the following:
  - i. the start-up date identified by the Proponent in the proposal, and accepted by the Town;
  - ii. the Proponent will be expected to perform / investigate current conditions and update Water Master Plan for a minimum of 8 hours per week, subject to the provision that the Town will have the ability to amend the operation of the service for the following purposes:
    - to revise schedules; and
    - to operate evening or weekend service;which shall be in place of, or in addition to, the hours indicated within the successful Proponent's proposed schedule.
- f. The Town will provide the successful Proponent with registration forms, brochures and other Town-generated documents.

- g. The successful Proponent must provide the Town with a certificate from Workers Compensation acknowledging Workers Compensation coverage for himself/herself and his/her employees and a copy of his/her liability insurance with respect to his/her vehicle(s), including but not limited to recreational vehicles on site and maintenance equipment used for surveying or other related activities.
- h. The successful Proponent may be required to have a valid Town of Drayton Valley Business License, as well as any necessary Development and/or Building Permits, prior to Agreement execution.

#### 4.4 SUBMISSION OF PROPOSAL

- a. The Proponent shall submit by Email (PDF format to [mferretti@draytonvalley.ca](mailto:mferretti@draytonvalley.ca) ) and three (3) hard copies of its Proposal with all accompanying schedules, appendices or addenda in a sealed envelope or package marked with the Proponent's name and the location shown on the title page of this RFP, use "Proposed Label".
- b. Proposals received after the Closing Time or in locations other than the address indicated, may not be accepted and may be returned. The Town may elect to extend the Closing Time.
- c. Amendments to a Proposal may be submitted if delivered by Email and in writing prior to the Closing Time in a sealed envelope or package, marked with the Proponent's name and the RFP title.
- d. Proposals may be withdrawn by written notice only, provided such notice is received at the administration office of the Town prior to Closing Time.
- e. All costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after the Closing Time, will be borne solely by the Proponent.

#### 4.5 CONFLICT OF INTEREST

By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the municipalities to create a conflict.

Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

#### 4.6 EVALUATION OF PROPOSALS

- a. Proposals will be evaluated on the basis of the overall best value to the Town based on quality, service, price, and any other criteria set out herein including, but not limited to:
  - i. the Proponent's ability to meet the requirements, qualifications, and competencies set out herein;

- ii. the Proponent's ability to deliver the services when and where required;
  - iii. financial offer;
  - iv. the Proponent's business and technical reputation and capabilities, experience and where applicable, the experience of its personnel, financial stability, track record, and references of current and former customers;
  - v. quality of Proposal; and
  - vi. any other criteria set out in the RFP or otherwise reasonably considered relevant.
- b. The Town may elect to short list some of the Proponents and may require short listed Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature.
- c. The Town may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the Town be required to offer any modified terms to any Proponent prior to entering into an Agreement, and the Town will not be liable to any Proponent as a result of such negotiations.
- d. All sub-contractors of the Proponent will be subject to the same evaluation process. It is the responsibility of the Proponent to guarantee that all its sub-contractors will comply with all the requirements and terms and conditions set out herein.
- e. Proponents are required to be in Good Standing with The Association of Professional Engineers and Geoscientists of Alberta (APEGA)

#### 4.7 EVALUATION CRITERIA

Submissions will be evaluated by a selection committee. Each section of the Submission will be scored from 0 (not responsive) to 10 (fully meets the requirements) based upon a weighted scale as indicated below. The Town might require a presentation/oral interview of the Proponents. Some of the required information was submitted by Consultants under the other phases; for the purpose of this RFP Consultants are required to resubmit the required information.

The Proposals shall be reviewed by the evaluation team on the basis of the following criteria and associated weightings.

Categories	Weighting Factor
Corporate Profile & Experience	10
Team Expertise, Qualifications, Experience, & References	15
The Work Plan or Proposed Methodology	30
Safety	25
Price	20
<b>Total Points</b>	<b>100</b>

**By submitting a Proposal in response to this RFP, Proponents agree to accept the decision of the Town's evaluation team as final.**

#### 4.7.1 Firm Capability and Capacity

Of particular importance is the relevant experience of the firm and its sub-consultants. The successful completion of similar projects in other locations will receive favorable evaluation. It is essential that the employees who have this experience be assigned to the project. The Submission should provide the assurance that the qualified personnel will be continuously available. This requirement will apply to all sub-consultants as well as to the principal firm. It is also essential that the Submission demonstrate an ability of the firm to develop and maintain the project budget and schedule. Specific management procedures in these areas should be described. The firm's quality control and quality assurance program should be described and its successful use on other projects documented.

#### 4.7.2 Staff Qualifications

Each key member of the project team must be identified and his or her qualifications described. The specific assignment of each key staff member must be identified. The qualifications of the project manager should be highlighted. The description of the project manager should identify major projects completed, unique or innovative accomplishments, the time commitment and availability through completion of the project, and the office location from which he or she will work. Similar information should be provided for key discipline leaders. The manner in which the team will be managed in a cohesive manner to complete the work should be summarized. The ability of the consultant staff to work together with Stakeholders and Town staff should be demonstrated.

#### 4.7.3 Project Understanding and Approach

The Submission must demonstrate a thorough understanding of the nature and scope of the project. Major issues and tasks should be thoroughly described. The Scope of Work contained in this RFP provides the general direction for the work. The Submission should elaborate on this information and provide a detailed description of the manner in which the work will proceed. The use of innovative techniques based on experience on other projects should be included. The evaluation will also consider the manner in which the following items are described: identification of special problems that may be encountered; relationships and relative importance of the project issues; approaches for dealing with all issues and tasks; priorities among the various tasks; and realistic timing and scheduling.

#### 4.7.4 Availability/Location of Key Staff

Consideration will be given to the availability of key staff at strategic times during the work. Factors to be evaluated include convenience of location and communication between Town staff and the Consultant's team and the availability of the Consultant's staff for agency coordination activities and public meetings.

#### 4.7.5 Personnel Hours and Hourly Rates

A fee or cost Submission to complete the proposed tasks must be provided. This fee/cost Submission will include hourly billing rates for each professional title, a distribution of hours by task, and reimbursable direct expenses. Overhead rates should be shown. Unit costs for providing staff support to public meetings should be described.

#### 4.7.6 Quality of Submission, Experience in Related Projects, Ability to Meet Project Schedule

The Consultant must show how their Submission represents the best value for the Town.

#### 4.7.7 Proposed Engineering Fee

The Town reserves the right to not accept the lowest cost proposal or Engineering Fee Proposal and reject the lowest cost proposal or Engineering Fee Proposal.

Other considerations are:

Proposals will be evaluated for their adherence to, interpretation of and response to the issues as set out in this document. The following established criteria will be used:

- i. Proponent organization and strength;
- ii. expertise and experience related to similar or related services;
- iii. presentation of proposed methodologies and processes to achieve goals;
- iv. clear identification of services included;
- v. identification of major issues, challenges and risks associated with the deliverables;
- vi. demonstrated budget breakdowns for time and effort for each deliverable;
- vii. consultant's innovation in its approach to the service, including any recommended alternatives, efficiencies and originality;
- viii. proposal conveys the Proponent's intent in a clear and concise manner; and
- ix. co-ordination of work with the Town.

#### 4.8 ACCEPTANCE AND REJECTION OF PROPOSALS

- a. Notwithstanding any other provision in the Proposal documents, the Town has in its sole discretion, the unfettered right to:
  - i. accept any Proposal;
  - ii. reject any Proposal;
  - iii. reject all Proposals;
  - iv. accept a Proposal which is not the lowest priced Proposal;
  - v. accept a Proposal that deviates from the Requirements, Specifications or the conditions specified in this RFP;
  - vi. reject a Proposal even if it is the only Proposal received by the Town;
  - vii. accept all or any part of a Proposal; and
  - viii. split the Services between one or more Proponents.
- b. All Proposals shall be irrevocable and remain open for acceptance for at least one hundred and twenty (120) days after the Closing Time, whether or not another Proposal has been accepted.
- c. The Town is not under any obligation to award a Contract and may elect to terminate this RFP at any time.

## Section 5.0 - PROPOSAL FORM



# REQUEST FOR PROPOSAL SUBMISSION

## Town of Drayton Valley Water Master Plan 2020 Update

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Proponent's Name: \_\_\_\_\_

Address \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_

Telephone (if different from above) \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned Proponent, having carefully read and examined the RFP, including all sections, and having full knowledge of the requirements described herein, does offer to provide the goods and/or services in accordance with the requirements, terms and conditions set out in the RFP and in accordance with the pricing as described within.

\_\_\_\_\_  
Signature of Authorized Signatory

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**REQUEST FOR PROPOSAL SUBMISSION**  
**Town of Drayton Valley Water Master Plan 2020 Update**  
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**REQUIRED PROPOSAL DOCUMENTS**

By initialing each item, the Proponent confirms it has completed and enclosed the following documentation in its Proposal, and has identified any deviations or items of non-compliance providing an explanation of where it does not comply.

Initial

- \_\_\_\_\_ 1. The Proponent's Alberta WCB registration number is \_\_\_\_\_. The Proponent warrants that it is in good standing as to all WCB assessments and requirements.
- \_\_\_\_\_ 2. The Proponent confirms that it will comply with all occupational health and safety requirements, policies and procedures of the Town and all statutory occupational health and safety requirements under, or in connection with the *Worker's Compensation Act*.
- \_\_\_\_\_ 3. Brief description of Proponent's company, purpose, and history of successes.
- \_\_\_\_\_ 4. Information on size of organization, number of service providers, and staff employed.
- \_\_\_\_\_ 5. Information on relevant experience performed during the last five (5) years.
- \_\_\_\_\_ 6. Indication of the number and size of other municipalities where like services have or are currently being provided.
- \_\_\_\_\_ 7. Identification of key personnel to be assigned to this Agreement, setting out their names, responsibilities, qualifications, and relevant experience.
- \_\_\_\_\_ 8. Submission of a detailed budget breaking down the fees for all the services, identifying the total all-inclusive fee which shall include any out of the pocket expenses for the provision of services for the agreement/contract period.
- \_\_\_\_\_ 9. Submission of a detailed list of any deviations and/or variations from the terms and conditions set out in this RFP and, if applicable, detail proposed amendments.
- \_\_\_\_\_ 10. Proponent is in Good Standing with The Association of Professional Engineers and Geoscientists of Alberta (APEGA).