



WATER TREATMENT FACILITY
DEVELOPMENT SERVICES DIVISION

REQUEST FOR PROPOSALS

L-23/23

**WATER SUPPLY SYSTEM
ASSESSMENT**

Note: Proposal Submissions will only be accepted via the City's online platform. Refer to 8.0
Receipt of Proposals for further information.

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WATER SUPPLY SYSTEM ASSESSMENT

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BID FORM

The following documents are available for download on the City of Brandon website
<http://purchasing.brandon.ca/>.

1. SAMPLE AGREEMENT

1.0 SYSTEM OVERVIEW

The City of Brandon (the City) has a population of nearly 51,300 people and is located in the Assiniboine River Valley in southwest Manitoba, Canada. The City's water supply system has been treating and pumping potable water to its citizens since 1893 using the Assiniboine River as its primary raw water source. A water treatment plant was initially located near the Assiniboine River on 26th Street North. In 1905, the facility moved to its present location at 108 – 26th Street North. The Water Treatment Plant (WTP) has gone through numerous major upgrades. These occurred in 1946, 1958, and 1976. Over the years there have also been numerous minor upgrades at the WTP, and as well as improvements to meet regulatory requirements including residuals management and UV disinfection. With recent funding announcements, the City is currently undertaking the largest upgrade of the facility to date.

The WTP has a nominal treatment capacity of some 54 MLD and is registered as a Class IV Water Treatment Facility by the Province of Manitoba. The water treatment process and treated water delivery system currently consists of pre-oxidation with potassium permanganate, powder activated carbon adsorption, coagulation, lime – soda ash softening, sedimentation, re-carbonation, filtration, fluoridation, chlorination, and ultra-violet disinfection. The WTP has three distinct process trains within interconnected building units containing clarifiers, rapid sand filters, low lift pumps, high lift treated water delivery pumps, transfer pumps and auxiliary systems including chemical feeders.

Transfer pumps convey treated water directly to an 18ML reservoir that has four delivery pumps to the distribution system. An additional four booster pumping stations maintain pressure throughout the City of Brandon network, which is registered as a Class IV Water Distribution Facility by the Province of Manitoba. In addition, two groundwater wells are allocated as an emergency water supply with the current licence allowing use of the groundwater to blend with the river source water on a non-emergency basis.

The City's upgrade project is currently between construction phases. The newest addition to the facility is a dedicated Chemical Building, built for storage and handling of current and future bulk chemicals. Next phases include the addition of a dedicated Membrane Building, Intake and Settling Ponds, and improvements to the existing facility.

2.0 SCOPE OF WORK

2.1 Introduction

It is the City's intention to retain a Professional Engineer Consultant, licensed to practice in the province of Manitoba, with applicable experience to carry out an on-site evaluation of the existing water supply system in a "source to tap" methodology. This evaluation is a requirement of the City of Brandon's Operating Licence. Based on the formal evaluation the Consultant shall prepare a System Assessment Report in accordance with the Office of Drinking Water's "Terms of Reference for Engineering Assessment of a Public Water System".

The latest version of the detailed Terms of Reference for the report are found on the Provincial website: https://www.gov.mb.ca/sd/pubs/water/drinking_water/assessment_terms_reference.pdf

The Scope of Work shall also include establishing contact with the regional Drinking Water Officer and answering any questions they may have with regard to the project.

2.2 Consultant Activities

The Consultant activities shall include but are not limited to:

1. Kick-off meeting coordination and any subsequent meetings required thereafter
2. Desktop records review
3. Site inspection(s) with the City
4. Interview(s) with the City and Office of Drinking Water
5. Assessment of Public Water System
6. Preparation of draft System Assessment Report for review
7. Submission of final Report to Province

The final System Assessment Report shall include, at minimum, the following information:

1. Table of Contents
2. Water System Description
3. Water System Records
4. Owner and Drinking Water Officer concerns
5. Site Inspection details
6. Ability to Meet Regulatory Requirements
7. Ability to Meet Industry Best Practices
8. Ability to Meet Demands
9. Recommended Upgrades and Actions
10. Submission Form
11. Applicable Appendices (if required)

2.3 General Information

The City will accommodate reasonable activities for the Consultant, such as assisting in tours, surrendering data records, compiling of documents and reports for review, and providing access to other pertinent information for the Water Supply System Assessment.

The City's 2022 Public Water System Annual Report is currently available on the City of Brandon website: [2022_PWS_Annual_Report.pdf \(brandon.ca\)](https://www.brandon.ca/2022_PWS_Annual_Report.pdf)

Documentation beyond what is publicly available will not be provided until a Consultant has been selected following evaluation of the Proposals.

3.0 SCHEDULE OF WORK

The schedule for this project is to commence in Spring 2023. The final System Assessment Report must be submitted no later than March 1, 2024.

4.0 PROPOSAL SUBMISSION REQUIREMENTS

Reply to this Request for Proposals (RFP) with one (1) electronic copy of the Proposal response in PDF format. Limit the submittal to ten (10) 8½"x 11" pages. Submittals that exceed the page limitation will

not be considered. A cover letter and the Bid Form shall not be counted in the total number of allowed pages.

Additional information may be submitted in the form of an appendix or a separate document but all requirements of the Proposal submission must be included in the ten (10)-page Proposal document. The appended or separate document will be considered as a source of secondary or supplementary information and may or may not be used in the Proposal review.

Include the following in the ten (10)-page Proposal document:

1. A description of the tasks the Proponent proposes to undertake to fulfil the assessment and risk mitigation strategy.
2. A proposed task schedule including the number of person hours per category of personnel required for each individual task.
3. A bar chart project schedule including completion date.
4. Organization and list of key personnel proposed to assign to the tasks indicating their roles, period of involvement by task, and senior staff biographies. All Engineers must be registered to practice in the Province of Manitoba.
5. Detailed listing, complete with contact references, highlighting a history of relevant past experience.
6. The City of Brandon Bid Form.

All fees quoted for the required work shall be for time and materials up to an upset fixed fee and shall be total remuneration for the work performed including travel, telephone, fax, printing, etc. The fees quoted must include all applicable taxes. The Goods and Services Tax must be clearly shown and not included in the fixed fee. The Consultant shall provide for site visits during the work charging for time and materials and not to exceed the fixed fee quoted.

If additional site visits or extra work are required, they shall be pre-authorized by the City and paid for at an hourly rate plus disbursements. Each consultant shall clearly indicate in his proposal what the fee schedule and disbursement recovery charges will be for extra work. The fee schedule shall include a cost breakdown for each major work item and a payment request schedule.

7. Disclosure Requirements/Agreement Changes – Disclosure of any actual or perceived conflicts of interest, proposed agreement changes (if any).

Proposed wording changes to the sample agreement can be included in an appendix to the Proposal provided it is clearly indicated in the ten (10)-page Proposal submission where this information is located.

5.0 ENQUIRIES

This RFP may be amended only by written addenda. If the City, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all respondents by addenda. Each addendum shall form an integral part of this RFP. Such addenda may contain important information, including significant changes to this RFP.

Questions shall be submitted in written form up to seven (7) days before the closing date to:

Ms. Lindsay Loree, SCMP
Procurement Manager
e-mail to: purchasing@brandon.ca

Ms. Loree will arrange for the appropriate staff person to provide a written response to the questions. The City will make reasonable efforts to forward addenda to all registered recipients of the Proposal documents, however the Proponent is responsible for ensuring that they have received all addenda. Addenda will be available on the City of Brandon website <http://purchasing.brandon.ca/>.

6.0 EVALUATION CRITERIA

All Proposals will be evaluated in the following manner:

Technical Proposal

This section will evaluate how well the Proponent has demonstrated his or her understanding of the scope of work and project objectives. The Consultant's overall project management methodology including approach to problem solving and special capabilities will also be considered.

Team Personnel

This section will evaluate the Proponent's proposed project team members, as well as the firm's relevant experience (including reports from the references provided) and allocation of various staff to the different tasks involved.

Fee Proposal

This section will evaluate the Total Bid Price and the Consultant's fee schedule for reasonability, clarity, and completeness.

Overall Proposal Quality

This section will evaluate the Consultant's credibility, ability to present technical data in a logical, complete and pleasing fashion, and ability to conform to the terms of reference.

EVALUATION TABLE

Category	Points
Technical	40
Personnel	30
Fee	20
Overall Proposal Quality	10
Total Points Available	100

The City of Brandon reserves the right to short list and contact any or all Proponents to clarify their Proposal. The City reserves the right to award to the Proposal which best meets the City's requirements. The City reserves the right to cancel this Proposal at any time.

7.0 MISCELLANEOUS

The fee quoted shall be in Canadian Funds. Pricing must remain firm for sixty (60) days after the submission closing date. The fee quoted must include all applicable taxes; the Goods and Services Tax must be clearly shown and added separately.

The successful Consultant will be required to enter into a written agreement with the City for the services provided. A sample agreement has been provided for reference.

The Consultant will be required maintain Professional Liability Insurance in the amount not less than \$2,000,000 for any one claim and \$5,000,000 in the aggregate for all claims. **The Consultant will be required to purchase errors and omission insurance for the work on this proposal to save the City of Brandon harmless on any claims resulting from the work performed by the consultant.**

All material provided shall become the property of the City of Brandon free of all copyright restrictions.

8.0 RECEIPT OF PROPOSALS

The Proposal must be received by one of the methods specified below before 5:00:00 p.m. local Brandon time on **Wednesday, May 31, 2023** to be accepted as a bona fide Proposal Submission.

Proposal Submissions must be received by the City before the stipulated closing time. Late Proposal Submissions will not be accepted

The Proposal shall be delivered by the following method:

Via Online Bidding Platform (E-submission) ONLY

One (1) copy of an electronic Proposal Submission in .PDF format shall be submitted via the "Submit Online Bid" link for the associated Proposal on the City of Brandon Purchasing & Tenders website: <https://purchasing.brandon.ca>.

The City utilizes an online bidding platform where electronic Proposal Submissions may be submitted until the closing time indicated herein for Receipt of Proposals.

The procedure for submitting electronic Proposal Submissions can be viewed on the City's Purchasing & Tenders website or by clicking [here](#). Failure to follow the procedure as indicated may result in a Proposal Submission not being received. Any failure or delay in the transmission or storage of electronic Proposal Submission is the sole responsibility of the Bidder and not of the City.

The City will ONLY accept electronic Proposal Submissions uploaded to the City's online bidding platform. Electronic Proposal Submission sent via e-mail will not be accepted. If a Bidder encounters

issues uploading an electronic Proposal Submission, contact the City's Procurement Services Department at 204-729-2251.

A Proposal Submission will only be considered to have been submitted once it has been received by the City in its online bidding platform. The time the Proposal Submission is received shall be determined by the City's server time, which is linked to National Institute of Standards & Technology time. Bidders are advised the time the electronic Proposal Submission is received is based on when the Bid Submission is received by the City's server.

A confirmation webpage will display advising the Proposal Submission was submitted successfully and a confirmation email will be sent. Bidders should not consider their Proposal Submission to have been submitted if the confirmation webpage does not display and a confirmation e-mail is not received.

Proposal Submissions received via the online bidding platform are held securely and are inaccessible by Procurement Services staff until after the stipulated closing date and time.

Mailed, Hand-Delivered, Couriered, Fax or Email Proposal Submissions Are Not Accepted.

