



District of Lantzville
Incorporated June 2003

Request for Proposals

Consultant for the District of Lantzville Water Master Plan 2016

Closing Date & Time for Receipt of Submissions: 4:00 pm (PST), Friday, June 10, 2016

A copy of the RFP document is available on the District's website: www.lantzville.ca

Submission requirement: Deliver four (4) copies of each proposal in print form and one (1) electronic file (i.e. PDF, USB Flash drive suitable for printing by the District) in a sealed envelope.

Labelled/RFP Name: ***RFP: District of Lantzville Water Master Plan 2016***

Submitted to: Fred Spears, Director of Public Works
District of Lantzville
7192 Lantzville Road, PO Box 100,
Lantzville, BC V0R 2H0

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1.0 INTRODUCTION

1.1 Overview

The District of Lantzville (the “District”), with a population of approximately 3,600 people, is situated on the east coast of Vancouver Island, within the Regional District of Nanaimo and immediately north of the City of Nanaimo. The municipality is primarily a residential community with a small commercial node.

Community water service is currently provided to 892 properties located within a local service area. The water source is provided by four local wells.

Development within these service areas has been limited by the capacity of the existing wells. The District is working to address the source capacities in two ways:

1. The District is currently in the process of refurbishing a number of the existing wells.
2. The District is currently working to finalize an amended water agreement with the City of Nanaimo.

As more certainty is provided with the water source(s) potential, the District is looking to create a Water Master Plan for the next 20 years for current and future supply, distribution and needs.

1.2 Purpose and Objective

The development of the Water Master Plan has become a key objective for the District. It is expected that this work will form the guiding principles for an integrated water utility which will serve current and future needs. Accordingly, the District intends to proceed with this consulting services assignment to prepare a Water Master Plan.

2.0 PROPOSAL ENQUIRIES

2.1 Request for Proposal Enquiries

All enquiries regarding this Request for Proposal (RFP) should be presented in writing to:

Agency Contact Person: Fred Spears, Director of Public Works

Address: **District of Lantzville**
7192 Lantzville Road, PO Box 100,
Lantzville, BC V0R 2H0

Fax: 250.390.5188

Email: fred@lantzville.ca

Information obtained from any other source is not official and should not be relied upon.

2.2 Clarification of Terms

Any questions or clarification of terms that are received and answered by the District contact and considered to affect the RFP process may be issued as addenda by the District.

2.3 Proponent Responsibility

It is the sole responsibility of the proponent to check the District website at www.lantzville.ca for addenda and to ensure all available information including any updates is received prior to submitting a proposal.

3.0 TIMELINE

3.1 Completion Date

The project is to commence on July 5, 2016 and be completed by March 31, 2017.

4.0 SCOPE OF WORK

The intent of this study work is to develop a comprehensive Water Master Plan that will guide the upgrading, renewal and expansion of the water utility in a sustainable manner. Building upon the previous 2015 study “Water Supply and Distribution System Study” prepared by Koers & Associates Engineering Ltd. (“Koers & Associates”), it is expected that this work will include the following:

- a. Review of past studies;
- b. Review of the existing distribution system (including an identification of infrastructure challenges);
- c. A needs and wants assessment;
- d. Assessment of future requirement to accommodate 20-year build out.

It is anticipated that the development of the Water Master Plan will require a phased planning approach that accurately assesses existing utility infrastructure (data collection), extensively consults with the community, builds the necessary decision support framework (models/mapping), identifies areas of concern (current condition assessment), and ultimately assists Council and staff in establishing a strategic approach to guide expansion of the current infrastructure for the District of Lantzville.

The proponent should anticipate working with staff, along with consulting with key stakeholder groups and the general public.

5.0 PROJECT PHASING

It is anticipated that this study will progress using a structured approach that will provide information to guide subsequent components of the work program. These tasks represent a general structure for the completion of the study, and are not intended to be all encompassing.

5.1 Phase 1 – Create a “Snap Shot” of Current Conditions

This will involve a review the existing studies previously prepared on the current water infrastructure. It is recognized that field data verification and /or utility locates may be required. Any required field work identified shall be coordinated with District Staff (wherever practical).

In addition, consideration shall be given to the following:

- a. It is expected that the proponent will be familiar with the various operating processes and practices to ensure all applicable regulatory requirements are being met;
- b. The proponent must review current District studies; (in particular the Koers & Associates 2015 Water Supply and Distribution System Study), standards, policies and bylaws; and
- c. The proponent will be required to take into account the local planning context when developing the Water Master Plan.

5.2 Phase 2 – Creating a Communications Strategy

Develop a communications strategy and plan for providing information on the project and soliciting community feedback in keeping with the District’s Public Participation Policy.

5.3 Phase 3 – Understanding the Community “Needs and Wants”

A major component of the communications strategy will involve conducting a needs/wants survey. While this is expected to be a municipal wide survey, particular attention shall be given to existing unserved neighbourhoods.

This phase will also include reviewing and assessing the existing water supply and distribution infrastructure network to determine initial areas of immediate concern/deficiency, and any other key findings for consideration and further analysis in subsequent study phases.

Consideration shall be given to the following:

- a. Utilizing information contained in the Koers & Associates 2015 Water Supply and Distribution System Study;

- b. Review of current billing structure and service levels in consultation with staff to determine an appropriate funding model to support current and long-term capital and operating needs;
- c. Identifying the various neighbourhoods within the municipality; and
- d. Outline findings by neighbourhood.

5.4 Phase 4 – Develop Conceptual Plan for Moving Forward

For this phase, the proponent will review and assess water supply and distribution infrastructure necessary to accommodate infrastructure expansion, existing unserviced properties, and new development over a 20 year time horizon.

This will include:

- a. Providing estimated costs and timelines for staging the improvements for a 20 year time horizon utilizing a low, medium, and high growth scenarios;
- b. Understanding the financial/costs implications for future works based on a low, medium, and high growth scenario. This also includes a review of the cost implications for both existing users and future users, as well as, reviewing possible funding sources; and
- c. Consideration of infrastructure sustainability in making recommendations and developing strategic priorities – focusing on opportunities to develop sustainable practices and approaches.

5.5 Phase 5 – Assess Options

This will involve developing and assessing options for addressing noted concerns/deficiencies, the expansion of water services to unserviced neighbourhoods, and new development. The proponent will develop a rating system that identifies and effectively prioritizes infrastructure upgrade and expansion options.

5.6 Phase 6 – Final Draft Recommendations/Water Utility Master Plan

In this phase, the proponent will provide a staged “next steps” program for recommended improvements, including, the upgrading of existing facilities/infrastructure, new infrastructure (i.e. reservoir, pumps, etc.), and service expansion. In addition, the proponent shall also provide “next steps” represented in a graphic form.

The plan will also include recommended standards, specifications and policies for the District of Lantzville. The successful proponent shall be required to provide an updated final report to Council at the completion of this phase.

6.0 KEY DELIVERABLES

Building upon the Koers & Associates 2015 Water Supply and Distribution System Study, the key deliverables to be provided by the proponent as part of this study shall include the following:

1. “Snap shot” summary of what we have;
2. Preparation and implementation of a communications strategy;
3. Completion of a needs and wants assessment (including community wide survey);
4. Creation of a conceptual plan;
5. An assessment of options; and
6. The preparation of an implementable Master Plan.

The Master Plan shall:

- a. Provide an outline and summary of the process undertaken;
- b. Summarize comments from community feedback;
- c. Identify and prioritize deficiencies that require capital improvements, which include estimated costs and staging timelines;
- d. Identify and prioritize areas for service expansion, which includes costs estimates for required works;
- e. Provide conceptual plan;
- f. Discuss options including costs benefit; and
- g. Provide recommendations for next steps including graphic representation, guiding policies, and suggestion for extending lifecycle.

7.0 GENERAL REQUIREMENTS

The following section outlines general project requirements related to completion of the various phases of the study.

7.1 Data Acquisition and Management

The proponent shall provide a detailed inventory of existing water utility assets. This asset data shall be collected and processed in general conformance with acceptable industry standards.

7.2 Drawings/Plans/Maps (GIS)

All study mapping shall be developed in a GIS format compatible with current District software systems. This spatial data shall include appropriate layering standards and be geo-referenced to NAD 83 Zone 10.

7.3 Documentation Formats

The Proponent shall prepare all pertinent information and documentation in electronic formats compatible with the District’s software system. All written correspondence and statistical information shall be in Microsoft Office format (Word/Excel).

7.4 Project Schedule

The proponent shall submit a proposed work schedule outlining key milestones dates/timelines for the various work tasks identified in this RFP. The schedule shall also incorporate any related project interdependencies (i.e. client/agent supplied information/decisions that would potentially impact the proposed schedule). The proponent shall maintain and update the project schedule on a monthly basis. These updates shall include current activities and identification of actual completion/delivery dates for key activities/tasks.

7.5 Presentation Requirements

The successful proponent shall be required to participate in various meetings/presentations in the completion of the study work. The number of meetings is subject to review and discussion after award of the work. At such time, the proponent shall include a general cost (fees and disbursements) per meeting to participate in:

- a. Meetings/Presentations to Committee/Council – the Proponent shall be required to attend minimum of four (4) committee/council meetings to present their findings; and
- b. Meetings/Presentations to Stakeholders – the Proponent shall be required to attend a minimum of four (4) stakeholder meetings to present their findings or facilitate resolution of identified issues as this project progresses towards completion.

The Proponent shall prepare and supply all presentation material, while the District will supply the venue.

8.0 WATER MODEL

It is anticipated that all modelling work will be done using the District of Lantzville water model by Koers & Associates. This work shall be coordinated through District Staff.

9.0 REFERENCE INFORMATION

The following information will provided to the successful Proponent for their exclusive use in the completion of the study work. This includes:

- a. Previous studies; and
- b. Copies of the Official Community Plan, Zoning Bylaw, Subdivision and Development Bylaw.

10.0 PROPOSAL REQUIREMENTS

Proposals shall include the following:

- a. A schedule for completion of the project broken down by phase and task;
- b. A description of the tasks to be undertaken and methodologies to be used by the proponent including how each consultation event will be advertised and programmed;
- c. List of lead, team members and sub-consultants;
- d. Project costing including:
 - i. Proponent maximum fee;
 - ii. A breakdown of project costs by tasks in a manner that allows for easy cross-referencing of task, personnel, timing and costs;
 - iii. Total hours and fees per individual, including sub-consultants, to be assigned for the entire project; and
 - iv. The cost to the District should meetings in addition to those noted in the proposal be required;
- e. The educational and professional qualifications of each individual to be assigned, including sub-consultants. Include a summary of each individual's work experience with related projects, highlighting comprehensive reviews of and/or creation of new Water Master Plans;
- f. A list of references from clients who have engaged the proponent and sub-consultants to complete similar projects; include the name, address and phone number of references; and
- g. Assurance that the proponent and sub-consultant are not in a position which may be perceived as a conflict of interest with respect to undertaking this project
- h. The person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in response to the RFP must sign the Proposal Form provided herein (Schedule A). Unsigned Proposals will be declared disqualified.

11.0 PROPOSAL SUBMISSION

Proponents are subject to the following requirements when submitting proposals:

- a. Four (4) bound copies of the proposal and one (1) electronic file (i.e. PDF, USB flash drive suitable for printing by the District), must be received no later than 4:00 PM (PST) on Friday, June 10, 2016 (Closing) at the following location, to the attention of:

Fred Spears, Director of Public Works

District of Lantzville

7192 Lantzville Road, PO Box 100,

Lantzville, BC V0R 2H0

- b. Proposals must be submitted in a sealed package with the name and address of the proponent and the Request for Proposal title clearly marked on the outside as follows: ***RFP: District of Lantzville Water Master Plan 2016.***
- c. Facsimile and electronic submissions will not be considered.
- d. Late proposals will not be considered and will be returned to proponents unopened at the proponent's expense.

12.0 ACCEPTANCE OF PROPOSALS

- a. This RFP must not be construed as an agreement to purchase goods and services. The District is not bound to accept the lowest priced or any proposal of those submitted. The District is under no obligation to receive further information, whether written or oral, from any proponent.
- b. Neither acceptance of a proposal nor execution of the contract will constitute approval of any activity contemplated in any proposal that requires any approval, permit or licence pursuant to any federal, provincial, municipal statute, regulation or bylaw.
- c. The District reserves the right to reject any proposal and to accept any proposal notwithstanding any non-compliance with this RFP. The District may select any proposal for acceptance or negotiation with the proponent by selecting the proposal which the District, in its sole unrestricted discretion and on the basis of such criteria as it considers appropriate, deems to be in the best interest of the District.
- d. The proponent's submission will be evaluated for its suitability to fulfill the project objectives and requirements, by District staff, which may include a third party. All submissions will be evaluated in terms of overall best value to the District and weighted as follows:

Understanding/experience working in a small community context	15%
Understanding of the project and its objectives	15%
Experience completing projects of similar nature	25%
Methodology and Work Plan in its description	25%
References	10%
Proposed overall fee	10%

- e. If a proposal contains a defect or fails to comply with the requirements of the proposal documents, which in the sole discretion of the District is not material, the District may waive the defect and accept the proposal.
- f. No proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, whether in respect of proposal preparation costs, loss of anticipated profit or any other matter whatsoever, and by submitting a proposal each proponent shall be deemed to have irrevocably waived any such claim.
- g. The District reserves the right to cancel this RFP at any time and for any reason, and in so doing to reject all proposals, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any proponent as a result of such cancellation.
- h. The District reserves the right to enter into negotiations with one or more proponents concerning the terms and conditions of services to be provided, and expressly reserves the right through such negotiations to request changes, alterations, additions or deletions from the terms of any proposals received.
- i. The acceptance of any proposal is subject to funding and requires approval by Council.
- j. After acceptance by the District, the successful proponent (the “Consultant”) will be issued a written Notice of Award.

13.0 CONTRACT CONDITIONS

13.1 COMPLIANCE WITH LAWS

The consultant will comply with all laws applicable to the work or performance of the contract including provisions of the *Local Government Act* and the *Community Charter*.

13.2 LAWS OF BRITISH COLUMBIA

Any contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect of the province of British Columbia.

13.3 INDEMNITY

Notwithstanding the providing of insurance coverage by the consultant, the consultant hereby agrees to indemnify and save harmless the District, its officers, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits, or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out, related to, occasioned by attributable to the activities of the consultant, its servants, agents, sub-consultants and sub-operators, in providing the services and performing the work of the contract, excepting always liability arising solely out of the negligent act or omission of the District.

13.4 INSURANCE

The consultant will be required to provide and maintain professional liability insurance in an amount not less than \$1,000,000 insuring the consultant's liability resulting from errors and omissions in the performance of professional services under the contract. Proof of insurance must be provided to the satisfaction of the District.

13.5 REGISTRATION WITH WORKSAFEBC

The consultant and any approved sub-consultants must be registered with the WorkSafeBC, in which case WorkSafeBC coverage must be maintained for the duration of the contract. Prior to receiving any payment, the consultant will be required to submit a WorkSafeBC Clearance Letter indicating that all assessments have been paid.

14.0 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

The District is subject to the provisions of British Columbia's *Freedom of Information and Protection of Privacy Act* and may be required to disclose all or part of a proposal. A Proponent may stipulate that trade secrets included in their proposal are supplied in confidence and the release of which could significantly harm their competitive position, however, the District's disclosure obligations will be governed by the *Freedom of Information and Protection of Privacy Act* and proponents are advised to review that Act for further information.

Attachments

Schedule A Proposal Form

Schedule A

Proposal Form

**Consultant for the District of Lantzville
Water Master Plan 2016**

Closing: 4:00 pm (PST) on Friday, June 10, 2016

This form must be completed, signed and included with the submission.

The undersigned confirms that their submission is in response to the Request for Proposal “Consultant for Preparation of the District of Lantzville Water Master Plan 2016”, and the Proponent acknowledges receipt of addenda # _____ through addenda #_____.

Name of firm: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Contact Name: _____

Position: _____

Phone: _____ Fax: _____

Email: _____

Authorized Signature

Name and Title (Print)

Date