



**TOWN OF QUISPAMISIS
REQUEST FOR PROPOSALS**

**ENGINEERING SERVICES
PETTINGILL ROAD
WASTEWATER PUMPING STATION RELOCATION**

Sealed Proposals marked as to its contents addressed to, Mr. Michael F. Brennan, CGA, Town Administrator, Quispamsis, New Brunswick, bearing the title of the work, **ENGINEERING SERVICES FOR PETTINGILL ROAD WASTEWATER PUMPING STATION RELOCATION** shall be received until 2:30 P.M., local time, Thursday February 9, 2012.

The Town of Quispamsis is soliciting proposals from qualified Engineering Consultants to oversee detailed design, conduct necessary Environmental Assessments, prepare tender documents and provide site inspection and contract administration. The successful Consultant will be required to gather relevant information pertaining to the Dow Road WWPS on the Pettingill Road in order to apply it to this project. The Project is intended generally to include the following;

- Research, analysis, site selection and design of Dow Road wastewater pumping station (WWPS) including all gravity lines, pumping equipment, forcemains, back-up power supply, valves, and all necessary appurtenances, This could potentially include realignment of approximately 100 meters of wastewater collection system and forcemain ;
- Consultant to conduct an analysis of current and projected future wastewater flows to the facility
- Service lateral connections for existing and future connections;
- Required design and incorporation of necessary SCADA interface for town system;
- Appropriate connection with existing municipal wastewater system;
- Coordination of all necessary environmental permits and assessments;
- Planning overview for future system expansion in immediate area;
- Analysis of interaction with Proposed Rothesay Oakville Acres Storm Water Detention Pond
- Contract administration and site inspection of construction; Provision of record drawings, inspection records and testing results
- Co-ordinate WWPS commissioning and staff training;

The terms of reference and other relevant documents can be obtained during regular business hours from the office of the Director of Engineering and Works, Town of Quispamsis, 12 Landing Court, Quispamsis, New Brunswick, E2E 4Z4, Phone (506) 849-5749

Proposals will be opened publicly in the Town Hall immediately following Bid Closing.

Mr. Michael F. Brennan, CGA
Administrator
Town of Quispamsis

REQUEST FOR PROPOSAL
ENGINEERING SERVICES
PETTINGILL ROAD
WASTEWATER PUMPING STATION RELOCATION
TOWN OF QUISPAMISIS, NEW BRUNSWICK

Sealed proposals addressed to Mr. Michael F. Brennan, CGA, Town Administrator, Quispamsis, and marked on the envelope:

“PROPOSAL FOR ENGINEERING SERVICES
PETTINGILL ROAD
WASTEWATER PUMPING STATION RELOCATION”

will be received until 2:30 P.M., local time, Thursday, February 9, 2012 for ENGINEERING SERVICES FOR PETTINGILL ROAD WASTEWATER PUMPING STATION RELOCATION

Proposals will be opened publicly in the Town Hall, 12 Landing Court, Quispamsis, N.B. immediately following the proposal closing time.

The Town of Quispamsis does not, by virtue of this proposal call, commit to an award of this proposal, nor does the Town limit itself to accepting the lowest of any proposal submitted, or any proposal submitted, but reserves the right to award this proposal in any manner deemed to be in the Town’s best interest.

Mr. Michael F. Brennan, CGA
Administrator
Town of Quispamsis
P.O. Box 21085
12 Landing Court
Quispamsis, New Brunswick
E2E 4Z4
(506) 849-5755

REQUEST FOR PROPOSAL

ENGINEERING SERVICES PETTINGILL ROAD WASTEWATER PUMPING STATION RELOCATION

1. GENERAL

The Town of Quispamsis is soliciting proposals from qualified Engineering Consultants to review and analyze the existing Dow Road Wastewater Pumping Station for recommendations regarding a new WWPS redesign, configuration and relocation in the immediate area of the Pettingill Road. The current Dow Road WWPS is approaching design life and due to the proposed placement of a Stormwater Detention Pond on lands directly adjacent to this facility it has been determined that it may be an opportune time for WWPS relocation.

The successful consultant will examine all technologies available for the new Wastewater Pumping Station in order to identify equipment best suited for this application. The project may also require a small extension to the wastewater collection system in order to accommodate WWPS relocation. The pump station design would include projections for future growth and would be designed so that it could accommodate that growth. The consultant should also identify any significant long range implications or options for this facility as well. Consultants will be required to gather relevant information, design, conduct necessary Environmental Impact Assessment reports, prepare tender documents and provide site inspection and contract administration as well as overseeing WWPS commissioning and municipal staff training. The cost of preparing and submitting a proposal shall be borne by the Consultant.

2. BACKGROUND

The Town of Quispamsis is located on the Kennebecasis River about 10 kilometers north of the eastern city limits of Saint John, N.B. Quispamsis has an area of 59 square kilometers, approximately 186 kilometers of roads and a residential population of about 16,500, of which about 11,500 have municipal sanitary sewer service. The town has recently decommissioned one of our wastewater treatment lagoons (Matthew's Cove) and diverted the flow from this site to a second lagoon (Longwood Drive), which has been expanded to handle the increased flows, with future expansion a consideration. The remaining population is serviced with on-site septic systems approved and inspected by the New Brunswick Dept of Health.

The domestic potable water supply for the full community is groundwater based with the majority of residents serviced through individual drilled wells for each property. The town has two small municipal water systems: Ridgewood Park servicing roughly 100 homes and Downeast Drive which services 100 homes and seven commercial buildings. Both municipal systems are groundwater-based supplies.

In the past few years the town of Quispamsis has engaged the services of various consulting Engineering firms to assess the operation and condition of the Dow Road pumping station in order to have current records and up to date assessments of the facility in order to facilitate budget planning. In a 2005 study conducted by Hydro-Com Technologies, it was concluded that due to a significant amount of inflow and infiltration from various sources upstream from the WWPS, the measured average flows were 822 m³/day, more than four times greater than the theoretical flows of 170 m³/day.

The Dow Road pump station handles the flow from the south eastern portion of Quispamsis which is primarily residential with some Commercial property as well as assorted fast food outlets located along the Hampton Road. There are two gravity sewers that discharge into a manhole north of the station before entering the wet well. A single 200mm forcemain exits the station and flows approximately 810m to a discharge manhole that then flows by gravity to the Longwood Treatment facility.

3. PROJECT DESCRIPTION

The town of Quispamsis seeks to upgrade the Dow Road Wastewater Pumping Station adjacent to the Pettingill Road. The decision to relocate the WWPS is based on the current condition of the pumping station and its anticipated useful life remaining in its current location. In addition, the facility will potentially be compromised by the proposed construction of a storm water detention pond on adjacent lands located within the town of Rothesay.

It is anticipated the final WWPS location will be within 75m of the existing location and as a result the successful consultant will have to familiarize themselves with this area in particular all existing infrastructure and property alignments.

Working with a town steering committee, the consultant will ensure the most economical and appropriate design is chosen for the new WWPS. The selection process should also include provisions that will take into account the current equipment inventory utilized by the town of Quispamsis in its other WWPS as well as the allocated manpower assigned to maintain the Wastewater system infrastructure.

The successful consultant will examine all technologies available for the new Wastewater Pumping Station in order to identify equipment best suited for this application. The project may also require a small extension to the wastewater collection system in order to accommodate WWPS relocation. The pump station design would include projections for future growth and would be designed so that it could accommodate that growth. The consultant should also identify any significant long range implications or options for this facility as well. Consultants will be required to gather relevant information, design, conduct necessary Environmental Impact Assessment reports, prepare tender documents and provide site inspection and contract administration as well as overseeing WWPS commissioning and municipal staff training. The cost of preparing and submitting a proposal shall be borne by the Consultant.

The Project is intended generally to include the following;

- Research, analysis, site selection and design of Dow Road wastewater pumping station (WWPS) including all gravity lines, pumping equipment, forcemains, valves, backup power and all necessary appurtenances, This could potentially include realignment of approximately 100 meters of wastewater collection system and forcemain ;
- Consultant to conduct an analysis of current and projected future wastewater flows to the facility
- Service lateral connections for existing and future connections in the immediate area;
- Required design and incorporation of necessary SCADA interface for town system;
- Appropriate connection with existing municipal wastewater system;
- Coordination of all necessary environmental permits and assessments;
- Planning overview for future system expansion in immediate area;
- Analysis of interaction with Proposed Rothesay Oakville Acres Storm Water Detention Pond
- Contract administration and site inspection of construction; Provision of record drawings, inspection records and testing results
- Co-ordinate WWPS commissioning and staff training;

The town of Quispamsis has identified a budget estimate of \$1,250,000 for the completion of this work including land purchase and all consulting fees but net of taxes (HST).

The town would require the consultant to base cost projections on a 30 week construction schedule. Consultants should clearly indicate deviations from the projected schedule.

4. PROFESSIONAL SERVICES REQUIRED:

The professional services required are divided into three parts as follows:

Part A) Preliminary Investigation and Design, Technology Review and Recommendations, and Environmental Impact Assessment

The successful Consultant will review the existing Dow Road Wastewater Pumping Station. They will inspect existing site conditions and conduct necessary flow monitoring as well as catalogue the existing infrastructure and its condition in order to obtain sufficient information to provide a comprehensive understanding of the existing system as well as future needs in order to identify restrictions and areas of concern. This will include preparation of record drawings for the town in an acceptable format. The Consultant will then make recommendations for redesign and relocation of the WWPS as well as any upgrades to the collection systems.

The Consultant will also be required to ensure they have information needed to do a preliminary design of the WWPS and the associated collection system upgrades. The Consultant will also be responsible to determine the estimated costs of the expansion, and to do any Environmental Impact Assessment required by the Province for this project. Approval of Town Council will be required to proceed to Part B.

Part B) Detailed Design:

The successful Consultant shall commence this work after acceptance and approval of Part A by the town. This phase will include final drawings and specifications encompassing all aspects of this project, including detailed construction drawings, cost estimates and construction schedules, (and identification of properties requiring easements, if any) in preparation of a public tender and approval by the Quispamsis Town Council.

Part C) Tender Period Services, Contract Administration, Resident Services and As-Built Drawings, WWPS Commissioning and Staff Training

This work is proposed to commence only after approval by Mayor and Council and proper completion of Part B. It is intended to see this completed in 2012. The consultant will prepare the recommendation for award of the tender and the associated contract administration. The consultant will also provide qualified on site supervision and inspection to ensure project is completed and commissioned in accordance with tender. On-site contact will be required to provide courteous and timely information to impacted residents and businesses prior to and during construction period. The consultant will oversee contact with WWPS suppliers and installer and will ensure proper training is available for identified municipal staff.

The Consultant shall submit a complete set of as-built drawings (complete with mechanical and electrical services) on plastic and in digital format as required by the town. (See notes)

The proposal shall include a separate definitive upset price (maximum price to be charged), including travel, incidentals, and disbursements, (exclusive of HST), for each of Part A, Part B, and Part C for provision of the described professional services. The fees for all sub-consultants, such as Flow monitoring, modeling, surveyors, geological consultants, Planners, plumbing, electrical, etc., shall be included in the appropriate part above.

The town of Quispamsis has identified a budget estimate of \$1,250,000 for the completion of this work including land purchases and all consulting fees but net of taxes (HST).

The town would require the consultant to base cost projections on a 30 week construction schedule. (including WWPS delivery). Site inspection costs should be based on a minimum of 60 hrs per week for the duration of the construction portion. Consultants should clearly indicate deviations from the projected schedule.

5. METHOD OF PAYMENT

Upon award of this work by the Quispamsis Town Council, the Council will execute a contract with the successful Consultant for the work to be performed.

Upset prices, as described previously, will be included in the proposal for Part A, Part B and Part C of this project, beyond which no additional payments will be considered unless authorized in writing by the Quispamsis Town Council. ***Progress payments may be made monthly for the work completed to that point, which must be accompanied by a progress report on the project and supporting documents attesting to the completeness of the work.*** Payments for engineering work performed in the preparation of Drawings or reports will only be made upon receipt of completed drawings or reports.

6. TERMINATION OF CONTRACT

The Quispamsis Town Council will reserve the right to terminate the contract with the Consultant at any time during the course of the work. In such an event, payment will be made only for the work completed up to the time of termination.

7. CONTENT OF PROPOSAL

The Consultant shall confirm a clear understanding of the work to be undertaken as described in these Terms of Reference. The proposal must specifically address all requirements of the required work and any matters related to its successful implementation. Clarity, style, organization, visual impact and scope are factors that shall be considered in its presentation. Proposals are to be submitted in two (2) distinct parts: a “Technical Proposal” and a “Financial Proposal” as outlined hereunder.

1. Technical Proposal

Technical proposals shall be structured using the following format:

- Table of Contents
- Work Plan and Schedule
- Project Team
- Project Experience - References
- Supporting Information

2. Financial Proposal

The Consultant shall submit the Financial Proposal in a separate sealed envelope, properly identified, which contains:

- Maximum or Upset Fee(s) (includes reimbursable expenses) for each of Parts A, B, & C
- Billing Rate Summary (Hourly billing rates for all key personnel);
- Cash Flow (estimated payment schedule);
- All costs are to exclude the HST component

8. PROPOSAL EVALUATION

For the purpose of this proposal call, submissions will be evaluated and ranked on the following criteria:

1. Quality And Completeness:

Has the proposal identified issues and how they are to be addressed? Is the proposal presented in an organized and professional manner?

(Criteria Weight = 5 points)

2. Consultant's Experience:

Has the proposal demonstrated a level of expertise in keeping with the requirements of this project? (Include references for projects of a similar nature.)

(Criteria Weight = 25 points)

3. Experience of Employees/Sub-Contractors:

Has the proposal demonstrated a level of expertise for the employees of the company to be assigned to the project and any sub-trades listed?

(Criteria Weight = 10 points)

4. Methodology:

Does the approach to the project outlined in the proposal address, in a realistic sense, attainable goals and is it in keeping with the Council's expectations for the project? Is it aligned with Engineering Best Practices?

(Criteria Weight = 10 points)

5. Cost:

Cost will be a factor, however, not the only factor to be considered.

(Criteria Weight = 50 points)

Consultants are advised that the proposals will be evaluated solely on the basis of the information submitted in accordance with this request for proposals.

9. INQUIRIES

For information pertaining to the existing infrastructure, available information, and other related engineering matters, contact:

Mr. W. Gary Losier, P.Eng., Director of Engineering and Works
Town of Quispamsis
P.O. Box 21085
12 Landing Court
Quispamsis, N.B. E2E 4Z4 (506)-849-5749
email glosier@quispamsis.ca

10. SUBMISSIONS OF PROPOSALS:

Consultants shall deliver four (4) copies of the Technical Proposal and supporting information and one (1) copy of the Financial Proposal no later than 2:30 pm, local time, Thursday February 9, 2012 clearly indicating the Consultant's name and address and marked "Proposal **ENGINEERING SERVICES FOR PETTINGILL ROAD WASTEWATER PUMPING STATION RELOCATION**" to the attention of:

Mr. Michael F. Brennan, CGA, Administrator
Town of Quispamsis
P.O. Box 21085
12 Landing Court
Quispamsis, New Brunswick
E2E 4Z4
(506) 849-5755

Immediately following the closing time, proposal packages will be publicly opened in the committee room at the Quispamsis Town Hall. Only the name and addresses of proponents will be made public at that time. No other information about the proposals will be disclosed at that time. Proposals will then be forwarded to the Town Council (or a subcommittee thereof) for review and recommendations.

The Town reserves the right, if deemed necessary, to short list the proposals and to request an additional verbal presentation from each short-listed proponent.

11. AVAILABLE INFORMATION

The town will supply the following information on a medium of the Town's choice, in order to enable the successful consultants to prepare their final package.

- Available Sanitary Sewer collection system information for the study area
- Latest Property fabric information in town's GIS System (DXF Format)
- Latest Contour mapping in town's GIS System (DXF Format)
- 2010 Digital orthophotography for project area will be available to successful consultant

Successful Consultant will be required to enter into a Digital Data Release agreement with the town prior to release of information for work on the project.

12. INSURANCE

The successful Consultant shall be required to provide proof of **Commercial General Liability (CGL) Insurance listing the Town as "Additional Insured"**, and **Automobile Liability Insurance (for all owned and non-owned vehicles)**, each in a **minimum amount of two million dollars (\$2,000,000) for each claim**, which shall indemnify and save harmless the Town from all suits and actions for damages and costs to which the Town may be put by reason of injury to or death of persons and damage to property resulting from negligence, carelessness or any other circumstances caused by the Consultant which may arise in the performance of this work.

Furthermore, the successful Consultant shall also be required to provide proof of **Professional Liability Insurance / Errors & Omissions Insurance** in a **minimum amount of one million dollars (\$1,000,000) for each claim**, which shall indemnify and save harmless the Town from all suits and actions for damages and costs to which the Town may be put by reason of injury or death of persons and damage to property resulting from errors and / or omissions in the data collection, design, analysis, preparation of plans or documents, and any other circumstances caused by the negligence of the Consultant which may arise as a result of this work. The Consultant shall be responsible for full payment of the deductible portion of all claims under this clause.

Proof of Insurances shall be provided to the Town prior to the commencement of the Contract. Such proof shall contain assurances that the policy cannot be cancelled during the term of the Contract. Written notification of any cancellation or changes in the Insurance Policy, Insurance Company, etc. must be given to the Town in writing, thirty (30) days prior to the date the change will take effect.

Insurance contracts shall be procured from a Canadian based Insurance Company licensed to do business in the Province of New Brunswick. Any and all claims shall be settled in Canadian Funds and must be stated on the policy.

All insurances shall remain in effect until such time as a Certificate of Final Acceptance has been issued by the Town of Quispamsis, or all works have been completed to the Town's satisfaction and all payments have been made to the successful Consultant.

13. WORKER'S COMPENSATION

The *Workers Compensation Act* of New Brunswick requires employers who employ three (3) or more workers at any one time to register with WorkSafe NB (formerly the Workplace Health, Safety and Compensation Commission (WHSCC) of New Brunswick).

Therefore, if you employ three (3) or more workers, as stipulated under this Act, you are required to provide this office with a certificate which verifies registration in accordance with the Act (Regulation 82-13) under the *Workers Compensation Act*.

If your company is exempt under the Act, please provide the Town with a letter stating that your company is exempt under the Act.

14. REGULATIONS UNDER THE OCCUPATIONAL HEALTH & SAFETY ACT – PROVINCE OF NEW BRUNSWICK

The *Occupational Health and Safety Act* defines the minimum acceptable standard for Health and Safety to which the employers must comply. A copy of the Act and the Regulations can be obtained by contacting WorkSafe NB (Regulation 91-191). The Town of Quispamsis requires that you comply with these minimum standards.

15. PERMITS AND LICENSES

The Consultant shall obtain and pay for all licenses and permits which may be required to comply fully with laws, ordinances and regulations of the proper public authorities, in connection with the performance of this work. The Consultant shall be responsible for all damages and shall indemnify and save the Town harmless from and against all damages and liability, which may arise out of the failure of the Consultant to obtain and pay for such licenses and permits and to comply fully with any and all applicable laws, ordinances and regulations.

16. SUBCONTRACTORS / SUB-CONSULTANTS

Consultants must, if applicable, specify in its Proposal, the name of each Subcontractor / Sub-Consultant, and the object and details of all the subcontracts it proposes to enter into with each of them. Consultants must also demonstrate in their Proposal(s) the qualifications of each Subcontractor / Sub-Consultant, and capacity to perform in conformity with the RFP and the Vendor's Proposal. **The Subcontractor(s) / Sub-Consultant(s) will be expected to meet the same standards and quality of work as those required from Consultants.**

Consultants will be held responsible for all aspects of the work carried out by the Subcontractor(s) / Sub-Consultant(s). Consultants will be solely responsible for the quality of service and / or materials supplied by his / her Subcontractors / Sub-Consultants. Consultants will have the responsibility to coordinate all activities related to his / her Subcontractors / Sub-Consultants. The Town retains the right to approve all Subcontractors / Sub-Consultants; however, any approval of Subcontractors / Sub-Consultants by the Town shall not diminish the responsibility of the successful Consultant.

If a Proposal with Subcontractors / Sub-Consultants is selected and the successful Consultant wishes to substitute one Contractor / Consultant for another, the decision will be made only at the discretion of the Town.

17. NOTES

1. Late proposals or proposals submitted electronically or by facsimile will be rejected.
2. The Town assumes no responsibility for improperly addressed or delivered proposals.
3. The Town of Quispamsis does not, by virtue of this proposal call, commit to an award of this proposal, nor does the Town limit itself to accepting the lowest of any proposal submitted, or any proposal submitted, but reserves the right to award this proposal in any manner deemed to be in the Town's best interest.
4. The Financial Proposal is to be submitted in the consultant's package in a separate sealed envelope, clearly marked as "Financial Proposal - ENGINEERING SERVICES FOR PETTINGILL ROAD WASTEWATER PUMPING STATION RELOCATION" with the consultant's name and address.
5. Consultants must propose on the entire project - incomplete or partial proposals will be rejected.
6. Final drawings and Record Drawings are to be submitted on plastic and digital format compatible with AutoCAD (2004 format) and with reference to NB CSRS Double stereograph projection grid system.

**ENGINEERING SERVICES
PETTINGILL ROAD WASTEWATER PUMPING STATION RELOCATION**

Proposal Packages picked up

Town of Quispamsis

Company Name	Contact Name	Date	Phone Number	FAX Number
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