



MD of Opportunity No. 17
Box 60
2077 Mistassiniy Road North
Wabasca, Alberta T0G 2K0

**MD of Opportunity No. 17
REQUEST FOR PROPOSAL
ENGINEERING CONSULTING SERVICES
FOR:
MUNICIPAL INFRASTRUCTURE
STANDING OFFER AGREEMENT**

RFP# 02-2012

**Proposal Closing Time:
Thursday, March 1st, 2012
2:01PM Local Time**



MD of Opportunity No. 17
Public Works & Engineering
2077 Mistassiniy Road North
Wabasca, Alberta T0G 2K0

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January 2012

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1. Invitation to Submit Proposal - Standing Offer Agreement

The MD of Opportunity is seeking a brief proposal for the provision of professional engineering services through a Standing Offer Agreement as set out in this proposal call.

Closing Date for Submission: Thursday, March 1st, 2012

Closing Time: 2:01PM (local time)

The anticipated award of this assignment will be March 14th, 2012. Commencement of this assignment will be March 21st, 2012.

This Request for Proposal does not commit the MD to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at a meeting with MD staff.

2. Instruction to Consultants

2.1 Inquiries

Refer all technical & proposal inquiries to Mr. Gerry Keefe P. Eng, Municipal Engineer by facsimile at (780) 891-4283, email at: gerry@mdopportunity.ab.ca phone (780) 891-3778 or (780) 891-8182. Or Mr. Simon Cardinal, Manager of Public Works by facsimile at (780) 891-4283, by email at: s.cardinal@mdopportunity.ab.ca phone (780) 891-3778 or (780) 891-8192.

2.2 Proposal Return

Request for Proposal submissions shall be sealed and enclosed in envelopes or containers marked with Request for Proposal name & number and addressed to:

MD of Opportunity
Box 60
2077 Mistassiniy Road North
Wabasca, Alberta T0G 2K0

Attention: Mr. Gerry Keefe

Proposals must be received at the front desk at or prior to the predetermined time and date set forth or they will not be accepted for this particular Request for Proposal. Proposals received late will not be considered.

Faxed proposals **will not** be accepted nor considered. Any proposals that are received via facsimile will be returned by mail to the consultant.

The MD of Opportunity is not responsible for the timelines of documents delivered nor will the MD accept any proposal delivered to a location other than the Reception Desk at the above specified address.

2.3 Description of Assignment

The MD of Opportunity wishes to enter into a three (3) year Standing Offer Agreement (SOA) with a Professional Engineering Consulting Firm that can offer engineering services for Municipal Infrastructure.

A more detailed description of each area of expertise is described in the Scope of Work.

Consultants may use sub-consultants for highly specialized areas of expertise within a specific category, i.e. geotechnical.

The main body of each category submission shall be no more than four (4) pages single sided. The consultant shall use an 11 point font with 1 inch borders all around for the 4 pages of the main body of the proposal. Appendices will be accepted.

The successful consultant must clearly demonstrate how entering into an SOA with their firm will allow the MD of Opportunity to draw upon the expertise in the successful consultant's organization and assist the MD of Opportunity to meet the service level objectives that will be established as part of the on-going service level review & Strategic Plan.

The MD of Opportunity reserves the right to assign specific projects to a preferred consultant other than the consultant which is a party to a standing offer agreement. This practice will be limited to:

- 1) Projects where there has been considerable work already performed by a consultant previously engaged by the MD of Opportunity.
- 2) Projects where the municipal council directs administration to advertise for open competition. In general, a request for proposal to provide engineering services may be required for larger projects over \$ 1,000,000.00
- 3) Projects where specific experience is required.
- 4) Projects where design/building is the chosen method for implementation.

2.4 Proposal Format

2.4.1 Covering Letter

The consultant shall submit a covering letter no more than one (1) page in length indicating their interest and signed by a corporate official who has the authority to enter into an agreement with the municipality.

2.4.2 Corporate Profile

The consultant shall provide a brief corporate profile which will cover the company's history and general information about the firm.

2.4.3 Response to Requirements

Vendors are required to detail their firm's ability to satisfy, at minimum, all aspects as outlined in the Scope of Work, Mandatory Requirements and Preferred Requirements.

2.4.4 Project Team

Consultants are to clearly identify each primary member of the project team and describe the involvement that they have on the team. Each member will have included a resume complete with related experience. This information may be included as an appendix.

2.4.5 Related Experience and Expertise

The consultant will provide a comprehensive list of clients for which they have performed similar work for starting with the most recent.

2.4.6 Pricing

A rate sheet for the engineering consulting firm should be attached which will apply for the entire three year (3) term. No escalation factor will be considered.

2.4.9 Submission

The consultant shall provide five (5) original bound copies of the Request for Proposal, and One (1) copy unbound suitable for copying.

3. Mandatory requirements

3.1 Safety Prequalification

The assignment will only be awarded to a consultant who, prior to the time fixed for receiving proposals, possess a Certificate of Recognition (COR) which is relevant to their industry and which is recognized by Alberta Employment and Immigration, Workplace Health and Safety, and is acceptable to the MD of Opportunity.

3.2 Professional Affiliation

Consultants are advised that the successful consultant must be licensed to practice engineering in the province of Alberta and shall remain a member in good standing with APEGGA during the delivery of services.

3.3 Insurance Requirements

The successful consultant is advised that they must have, prior to the time fixed for receiving proposals and maintain during delivery of services, Comprehensive General Liability Insurance, in accordance with the Alberta Insurance Act, an amount of \$5,000,000 inclusive per occurrence, insuring against bodily injury, personal injury and property damage including loss if use thereof. As well, the consultant must also possess and maintain Automobile Liability insurance all vehicles owned, operated or licensed in the name of the consultant in an amount not less than \$2,000,000, Professional Liability insurance in an amount of not less than \$1,000,000 for all services, and “All Risk” valuable papers insurance.

4. Preferred Requirements

4.1 Facility and Office Location

Due to the location of the municipality and the administrative offices, the successful consultant must demonstrate its ability to serve the requirements of the municipality by providing timely, cost effective and efficient response to the needs of the municipality. In order to meet this requirement the successful consultant must clearly identify its present office locations and how the location of those offices will benefit the municipality.

4.2 Local Knowledge

The successful consultant should be familiar with the MD of Opportunity and its territory, Hamlets and communities, First Nations communities, and industry. The successful consultant must clearly indicate their knowledge of the local area and how that knowledge will benefit the municipality.

4.3 Relevant Experience

The municipality covers a wide and diverse area. Much of the area is remote, forested and not easily accessible. The successful consultant should be able to clearly indicate its relevant experience operating in similar areas.

4.4 Staffing

In order to meet the needs of the municipality, the successful consultant must identify the present staffing levels within each of the identified offices (as above) that will provide services to

the municipality. The consultant shall identify what type of staffing or service is provided in each office (i.e.: drafting, survey).

5. Scope of Work

The successful consultant would become familiar with the MD of Opportunity's Policies, Procedures and Organizational Structure. The consultant must be available on an on-call basis to address any engineering consulting requirements the MD may have. Typical projects that may occur on a regular basis are outlined below. Note that various other related activities that may not be listed below may arise from time-to-time and the successful consultant will be required to fulfill those duties:

Municipal Infrastructure

- Water and Wastewater, Utilities
 - Preliminary Design and Feasibility Studies
 - Detailed Design and Tendering
 - Modeling
 - Project Management and Construction Supervision – the consultant *must* be able to supply project supervision for projects performed by MD forces
- Development Related
 - Land Development and Subdivision Development
 - Developer-supplied Engineering Drawing and Study Review
 - Site Development
 - Municipal Standards Development/Updates:
- Utilities Systems
 - Preliminary Design/Feasibility Studies:
 - Modeling:
 - Detailed Design and Tendering
 - Construction Supervision:
- Water Management/Storm Water Management
 - Preliminary Design/Feasibility Studies:
 - Modeling:
 - Detailed Design and Tendering
 - Construction Supervision and Project management - the consultant *must* be able to supply project supervision for projects performed by MD forces
- Materials Testing
 - Soils and Soil Sampling for Building Construction Purposes
 - Compaction testing
 - Geotechnical Investigation and Recommendations
- Planning Studies
 - Solid Waste Management Master Plans
 - Transportation Master Plans and Updates

- Utilities Master Plans and Updates
- Storm Water Master Plans

6. Proposal Evaluation Criteria

An evaluation of the written proposal will be completed by the evaluation team and will be rated on the following criteria. Points will be subtracted for proposals not complying with either the page limit or the format requested.

Description	Weighting/Points
Value Added Benefit/Commitment to Providing Engineering Services	20
Cost of the Service and Cost Benefits	15
Project Team and Experience	20
Firm's location, local knowledge, staffing	20
Consultants comprehension and compliance with requirements	20
Quality of proposal	<u>5</u>
Total Points	100