

INFORMATION TO BIDDERS DOWNLOADING THIS DOCUMENT

Bidders downloading this document from the Municipality of Lambton Shores website must register with the Community Services Department to be added to the Bidders list. Interested Bidders are required to complete the information below and return this form via fax or email to: **519-243-3500** or nverhoeven@lambtonshores.ca

Bidders who do not register may not receive any additional information or addendums relating to this project.

Bidder Registration Form

Company Name: _____

Address: _____

City: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Project Name: 202108 – Leak Detection Services

Fax or email to: 519-243-3500 or nverhoeven@lambtonshores.ca



THE MUNICIPALITY OF
LAMBTON SHORES

Request for Proposals

Municipality of Lambton Shores 202108 – Leak Detection Services

1. INFORMATION TO PROPONENTS

1.1 Introduction

The Municipality of Lambton Shores is requesting proposals for a comprehensive leak detection survey and to pinpoint leaks on the Municipalities water distribution system.

1.2 Date and Place for Receiving Proposals

All proposals may be emailed to:

**Municipality of Lambton Shores
9575 Port Franks Road
Thedford, Ontario, N0M 2N0
nverhoeven@lambtonshores.ca**

By the following time:

Time: 11:00 a.m.

Date: April 14, 2021

Proposals received later than the time specified will not be accepted. Proposals may be submitted by hard copy or by email.

All proposal entries must be either typewritten or legible and any erasures or cross-outs must be initialed by the signing officer.

The Municipality of Lambton Shores reserves the right to accept or reject any or all proposals. Lowest price will not necessarily be accepted as outlined in the evaluation criteria.

The contact person for this RFP will be:

Nick Verhoeven
Engineering Specialist
Community Services Department
9575 Port Franks Road
Thedford ON N0M 2N0
519-243-1400
nverhoeven@lambtonshores.ca

It will be the proponent's responsibility to clarify any questions before submitting their proposal. All inquiries must be directed **in writing**. A written addendum issued by the Municipality of Lambton Shores is the only means of changing, amending or correcting this RFP. In the process of responding to this RFP, the proponent should not utilize any information obtained outside this protocol.

1.3 Form of Proposal

Prices are to be submitted on the "Form of Proposal" form provided herein. The Form of Proposal will be signed and witnessed by responsible officers of the company and the company will be clearly identified. Please note that the Municipality is committing to design and tender preparation services at this time. Construction may occur in any future year or may be broken into phases.

1.4 Withdrawal of Proposal

Proponents will be permitted to withdraw their Proposal, unopened, after it has been deposited, if such a request is received by the Municipality of Lambton Shores, in writing, prior to the time specified for the opening of Proposals.

1.5 Proposal Expiry Date

Proponents hereby acknowledge that proposals contained within their proposal shall remain open for acceptance by Municipality of Lambton Shores for a period of not less than sixty (60) days from the closing date established for Proposals.

1.6 Negotiations

The Municipality of Lambton Shores reserves the right to enter into negotiations with the selected proponent who is determined to offer services in the best interest of Municipality of Lambton Shores with the intent to arrive at a mutually satisfactory arrangement.

1.7 Prices

All prices submitted are to be in Canadian Funds. Prices shall be quoted only on the attached Form of Proposal. HST is to be shown separate at 13%.

1.8 Sub-Contracts

Any company intending to sub contract for equipment, labour, or supplies must clearly identify all sub contracts in the proposal submission. The Municipality of Lambton Shores reserves the right to accept or reject any sub contracts.

1.9 Incurred Costs

The Municipality of Lambton Shores will not be liable nor reimburse any proponents for costs incurred in the preparation of proposals, site inspections, demonstrations, or any other services that may be requested as part of the evaluation process.

1.10 Liability Insurance Policy

The successful lead consultant will be required to provide evidence of Errors and Omissions insurance coverage in an amount of not less than one million dollars (\$1,000,000.00) in regards to this project. A certificate will be required within ten (10) calendar days of award. The certificate will name the Corporation of the Municipality of Lambton Shores and Jacobs (OMI) as additionally insured.

1.11 Workplace Safety and Insurance Board

The successful proponent must be in good standing with the Workplace Safety and Insurance Board and shall furnish the Municipality of Lambton Shores with satisfactory evidence that they have complied with all provisions of the Act.

1.12 Proponent's Responsibility

The successful Proponent shall, in all respects, comply with all statutes, laws, and regulations applicable to the work and to persons employed on or in connection with the work, and pay all assessments required or levied by the Workplace Safety and Insurance Board, Revenue Canada, the Employment Insurance and specifically the Ministry of Labour.

1.13 Schedule

For planning purposes the following schedule is anticipated for this project. The Municipality may deviate from this schedule at any time.

RFP Issue:	March 2021
Proponent Selection:	April 2021

Project Complete:

September 31, 2021

1.14 Agreement

The successful proponent will enter into an agreement with the Municipality. The Agreement will be prepared by the Municipality and based on the terms established within this document and the submission of the successful bidder. A mutually agreed to timeline will also be appended to the agreement.

1.15 Payment

Payment will be made monthly, after submission of a detailed invoice and reports. Invoices will be accepted for payment following substantiation. Each claim shall include a current WSIB Clearance Certificate.

2. PROPOSAL SUBMISSION

2.1 General

Interested firms should submit a proposal outlining how they can assist with the work that has been requested. Proposals do not need to be formal and bound. Memo and letter format are preferred.

The proposal will include:

- a) Completed Form of Proposal
- b) The proposed approach to the project which should be consistent with the terms of reference
- c) Identification of key personnel and the project manager involved in all phases of the project. Also include any proposed sub-consultants.
- d) Describe relevant experience of the firm and key personnel involved in the project.
- e) A work plan outlining time requirements and completion of key milestones of the project. This should include start and finish dates of main tasks, milestone dates for deliverables, submissions to approval agencies, and provision of Municipal consultation.
- f) Time breakdowns of estimated hours required to complete the project.
- g) Clear statement of total proposal costs as an upset limit.

It is expected that every proponent will have general knowledge of the existing field conditions.

Identified key personnel will not be substituted without justifiable reasons for a change and written approval from the Municipality.

2.2 Summary of Proposal Costs

The Proposal cost shall include a breakdown of activities and include overhead costs.

A list of hourly rates of all those involved with the work shall be included. The cost shall be an upset limit estimate of all things necessary to complete the work.

Bidders shall identify and include any costs believed not be covered in this RFP but considered necessary for completion of the project.

2.3 Proposal Evaluation

The proposal evaluation team will consist of staff from the Lambton Shores Community Services Department. The Evaluation will be based on a points system as described:

Project Work Plan – 40 Points

Demonstrates a clear understanding of issues and constraints, consultation process, and desired outcome. Detailed work program that explains the approach that will be taken as well as methodology and cost for the different key points of the work plan. Schedule that meets the Municipalities requirements.

Consultant Qualifications & Experience – 30 Points

Qualifications of personnel and experience on similar projects. Experience of the firm on similar projects.

Price – 30 Points

Weighted score based on relative price. Cost breakdown and deliverables that provide a clear understanding work plan.

3. TERMS OF REFERENCE

3.1 Description of the Problem

The Municipality is requesting proposals from Bidders to provide a comprehensive leak detection survey and closely pinpoint possible leaks within the distribution system. The Municipality is investigating ways to reduce water loss (the difference between water purchase and water billed to customers) and it is thought that unidentified leaks are a big contributor to water loss.

Proponents are invited to propose solutions that will best address the Municipality's objectives. The proposed solutions will be evaluated against the predetermined set of criteria of which price may not be the primary factor.

The Municipality has over 300km of water distribution system split between the East and West Lambton Shores water distribution systems. A map is provided in Appendix 'A'. It is recognized that proponents may not be able to survey the entire distribution system within the budget (\$40,000) for this project therefore at a minimum the Municipality would, at a minimum, ask proponents to survey the following areas which are believed to be the most prone for leaks:

1. Subdivision immediately south of Grand Bend (Southcott Pines)
2. Arkona

Proponents are asked to propose solutions and work plans utilizing their own technology and expertise that will best identify leaks and closely locate them. The Municipality will undertake repairs of identified leaks using its own crews and resources. The Municipality has a total upset limit budget of \$40,000 for this project.

3.2 Methodology

Proponents are asked to provide detailed description of the methods and equipment proposed to be used during the project. Proponents should indicate their ability to locate leaks on different varieties and sizes of watermain pipes. Proponents should indicate the technologies and methods they are proposing for the project and their proven success in real world applications and similar projects. Proponents are asked to submit examples of recently completed similar projects and the participation of proposed personnel on those projects.

3.3 Description of Services to be Provided

The following are the expected steps to complete the project. Consultants are encouraged to elaborate, expand, or modify any step based on their experience and understanding of the project.

Deliverables include:

Investigation and Background Information

- Consult and meet with Municipal staff to identify background information and initiate project
- Collect and review background information
- Communicate and consult with Municipality on proposed work schedule with and requirements for Municipal staff time (for operating valves/hydrants/etc.)

Leak Detection Survey

- Perform leak detection survey using technology and expertise as proposed in proposal and to meet the requirements of the final report
- Coordinate with Municipality on any needs for valve or hydrant operation

Report

- Provide reports indicating locations of leaks and estimated water loss of each leak (severity)
- Prioritize repair list based on severity of leaks, also indicate confidence in the probability that the location is correct
- Provide report communicating the outcome of leak detection survey and findings
- Provide drawings showing the surveyed areas, findings, and other relevant information obtained during the project
- Submit final report electronically to the Municipality

Project Management

The proponent is expected to actively manage the project and is responsible to ensure the project is completed in accordance with the proposal, agreement, and within the budget. A summary of these activities include:

- Co-ordinate activities of any sub-consultants
- Provide regular and as requested updates to the Municipality
- Arrange, schedule, and chair project meetings
- Develop and maintain a project schedule
- Be available to respond to inquiries
- Prepare and submit invoices and reports to Municipalities' satisfaction.

3.4 Background Information

An overview map of the Municipalities water distribution system is attached.

FORM OF PROPOSAL

I/We hereby submit the attached proposal documents to satisfy the requirements as laid out by the Municipality of Lambton Shores, inclusive of Addenda No(s): _____ (as applicable).

I/We agree that we have reviewed and understand the proposal documents and I/We are capable and willing to perform the requirements of the contract and enter into a legal agreement with the Municipality in regard thereto and where the proposal is submitted by a Corporation, it shall be signed by a duly authorized officer of the company. Should the proposal be submitted by a Partnership or Proprietor, it shall be signed by the partners or owner.

I/We agree that this offer shall be irrevocable from the time the proposals are opened and for a period of 90 calendar days.

PROPOSAL SUBMITTED BY: (Please type/print)

NAME OF SIGNING OFFICER(S)/OWNER(S)/PARTNER(S):

FIRM NAME: _____

ADDRESS: _____

TELEPHONE: FAX: _____ DATE: _____

I/We agree to perform the all necessary work in accordance with the proposal documents for the sum, including HST, of

_____ (\$ _____)

SIGNED AND DELIVERED IN THE PRESENCE OF:

SIGNING OFFICER

WITNESS

NOTE: This proposal will be received by the **Community Services Department** on or before 11:00 A.M., local time, **Tuesday April 14, 2021.**