



Town of Coronation

REQUEST FOR PROPOSALS

RFP – 2022 -001

Infrastructure Master Plan

Issue Date: Wednesday, April 20, 2022

Two (2) complete printed copies and one (1) complete electronic copy of a Proposal in an envelope plainly marked "RFP-2022-001 Infrastructure Master Plan Update" may be hand-delivered, couriered, mailed or emailed and must be received prior to the Closing Date and Time.

Fax copies will not be accepted.

Prepared by: Chief Administrative Officer, Quinton Flint

RFP Closing Time: 2:00 pm local time

RFP Closing Date: Tuesday, May 31, 2022

Delivered-to: Town of Coronation
Box 219, 5015 Victoria Avenue,
Coronation, AB T0C-1C0

Proposals will not be opened in public.

It is the sole responsibility of the Proponent to check the Town's website at www.Coronation.ca for any updated information and addendum issued before the Closing Date and Time. The Town's website is the only authorized website to obtain competitive bid documents for the Town of Coronation opportunities.

The Town of Coronation shall not be held responsible for our competitive bid documents that are located on any other website.

1	EXECUTIVE SUMMARY	3
2	DEFINITIONS.....	3
3	SUBMISSION PARTICULARS	5
4	EVALUATION CRITERIA.....	7
5	EVALUATION OF PROPOSALS.....	8
6	PROPOSERS INFORMATION.....	9
7	CONDITIONS.....	10
8	PROPOSED ENGINEERING FEE	12
9	SCHEDULES	12
10	RFP TIMELINES	13

1 EXECUTIVE SUMMARY

1.1 Infrastructure Master Plan (IMP)

An infrastructure Master Plan (IMP) is a very useful tool that can be used by the municipality to deal with the infrastructure that is nearing the end of life or becoming problematic. The other is if the infrastructure isn't sufficient for the higher demands of growth. Or simply is it not meeting the stricter standardized regulatory codes.

1.2 Introduction

The Town of Coronation is seeking proposals from qualified individuals or firms to review and update the 2010 Infrastructure Master Plan. To be considered for this project, proponents must propose an appropriate team of planners and engineers, present a methodology for completing the work, and demonstrate suitable knowledge and relevant historical experience. This Request for Proposal (RFP) describes the services sought by the Town of Coronation, the Proposal requirements, and sets out the Town's RFP process, evaluation and selection process.

1.3 Approach

The scope of work for this Master Plan will include the following;

Full review of the previous Infrastructure Master Plan and any other related infrastructure documentation.

- a) Identify major servicing constraints in the IMP
- b) Assessment of the existing water distribution, sanitary system and roads including sidewalks and curbs, and gutters.
- c) Provide GIS data and findings in digital formatting compatible with ArcMap.
- d) Provide a Project Priority List for each category identified water, sanitary system, roads including sidewalks, curbs and gutters.

2 DEFINITIONS

2.1

- a. "Best Value" means the highest total ranked score of evaluation criteria and closest alignment with project goals as determined by the Town.
- b. "Closing Date and Time" means Tuesday, May 31, 2022 at 2:00 p.m. (PT).
- c. "CAO" means the Chief Administrative Officer of the Town of Coronation.
- d. "Contract" means a written agreement between the Town of Coronation and the Successful Proponent resulting from this RFP.
- e. "Contractor" means the Successful Proponent who is a party to the Contract.
- f. "Town" means the Town of Coronation.
- g. "must", "mandatory", or "required" means a requirement that must be met in order for a Proposal to receive consideration.
- h. "Project" means the Infrastructure Master Plan Update.
- i. "Project Manager" means the Manager of Utilities.

- j. “Project Office” means Town of Coronation
 - k. “Proponent” means a party submitting a Proposal to this RFP.
 - l. “Proposal” shall mean the Proponent’s submission to the RFP.
 - m. “Proposal Review Committee” means the team of qualified staff appointed by the CAO to review and assess Proposals.
 - n. “Request for Proposal” or “RFP” includes the documents listed in the index and any modifications thereof or additions thereto incorporated by addenda before the Closing Date and Time.
 - o. “should” or “desirable” means a requirement having a significant degree of importance to the objectives of the RFP.
 - p. “Subcontractor” means an individual or firm engaged by a Contractor to provide services related to the Contract.
 - q. “Successful Proponent” means the Proponent submitting the RFP with the Best Value as determined by the Town. RFP – Town of Coronation RFP-2018-07
 - r. “Work” or “Services” means the tasks and deliverables the Successful Proponent agrees to provide in the Contract.
- SCOPE OF WORK

1.1 Budget

Include a rate proposal, with a FIRM upset budget limit for the Infrastructure Master Plan. The budget must be broken down into schedules or proponents.

2.2 IMP Budget

The Town of Coronation has a fixed budget to undertake the Work described in this RFP. The Town of Coronation reserves the right to delete any item, or number of items of the scope of work, or this RFP in its entirety should the Total Proposed Price or The fee exceeds the budget amount.

2.3 Primary function

Work with the Town of Coronation staff and in cooperation with the administration to update the Infrastructure Master Plan. It is expected that upon award of this project, the Proponent will be able to begin this project immediately for all plans/components/deliverables required for the completion of the project. All deliverables must be completed no later than [Click or tap to enter a date.](#)

2.4 Responsibilities

The Scope of Work shall consist of the supply of all equipment, Labour, and materials required for the development of the IMP, including the following:

- A comprehensive summary of infrastructure issues that the Town is expecting to face in the short term, medium and long term.
- Summary of current infrastructure systems and documentation
- Review infrastructure assessments in the following key areas
 - Water Distribution
 - Sanitary sewer collection and treatment
 - Roads, including gutter and sidewalks
 - Drainage
- Aspects of infrastructure

- Physical condition, expected service life
- Capacity limitations, current pending
- Recommended repairs or upgrades or replacement (water, sewer, roads, sidewalks)
 - GIS Mapping
 - Size, depth
 - Location identification
- Consideration of expansion for future growth
- Associated repair and or expansion costs, and product types.
- Develop Capital works Program, providing priorities, and expenditures schedule.
 - Provide a twenty-year plan identifying prioritized capital improvements, with consideration to system deficiencies, long-term upgrade requirements, budget and spending realities, and future development requirements.
 - It would be required to be broken down into highest priority to lowest, by immediate attention then incremented into 2-to-3-year increments, up to 20 years.
 - Include recommendations for studies that need to be acquired to identify preferred upgrading options for short-term capital improvements.
- The outcome should provide a clear definitive capital projects list for the expenditure of capital projects, which allows the municipality to maximize the organization's capital budget and reserves.

3 SUBMISSION PARTICULARS

3.1 Submission of Proposal

- a) The Proponent shall submit by Email (PDF format to quintonf@town.Coronation.ab.ca) and three (3) hard copies of its Proposal with all accompanying schedules, appendices or addenda in a sealed envelope or package marked with the Proponent's name and the location shown on the title page of this RFP, use "Proposed Label".
- b) Proposals received after the Closing Time or in locations other than the address indicated, may not be accepted and may be returned. The Town may elect to extend the Closing Time.
- c) Amendments to a proposal may be submitted if delivered by Email and in writing prior to the Closing Time in a sealed envelope or package, marked with the Proponent's name and the RFP title.
- d) Proposals may be withdrawn by written notice only, provided such notice is received at the administration office of the Town prior to Closing Time.
- e) All costs associated with the preparation and submission of the Proposal, including any costs incurred by the Proponent after the Closing Time, will be borne solely by the Proponent.

3.2 Sealed Proposals

Sealed Proposals must be clearly marked with the RFP name and number as provided on the cover page and page headings of this RFP and submitted to the Contact Person as specified prior to the Closing Time specified above. Please see Section RFP Closing date on the front page and sections 4, 5 and 6 for additional submission process rules.

3.3 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete Proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and returned to the sender unopened. In case of a dispute, the proposal receipt time as recorded by the Town at the Closing Location will prevail whether accurate or not.

3.4 Completeness of Proposal

By submitting a Proposal, the Proponent warrants that, if the RFP is to design, create or provide a system or manage a program, all components required to run the system or manage the Program have been identified in the Proposal or will be provided by the Contractor.

3.5 Opening of Proposals

There will be no public opening for this RFP. Proposals may be opened by the Coronation Staff at any time after the Closing Time deadline. All Proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the offerors best fulfills the needs of the Coronation and this project. The findings and the results will be shared with the Town Council as required.

3.6 Electronic Submissions

For email proposal submissions, including any notices of amendment or withdrawal referred to in this request, the subject line of the Email and any attachment should be clearly marked with the name of

the Proponent, the RFP number and the project or program title.

The Town of Coronation strongly encourages Proponents to use electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete Proposal and any attachments before Closing Time.

The Proponent bears all risks associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Town of Coronation Electronic Mail System or alternative bidding system identified by the municipality.

While the Town of Coronation may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before closing time. If the Town of Coronation electronic mail system rejects an email proposal submission for any reason, and the Proponent does not resubmit its Proposal by the same or other permitted submission methods before closing time, the Proponent will not be permitted to resubmit its Proposal after closing time. The

Proponent is strongly advised to contact the Town of coronation contact immediately to arrange for an alternative submission method if:

- The Proponent's email proposal submission is rejected by the Town of coronation electronic mail system; or
- The Proponent does not receive an automated response email from the Town of coronation confirming receipt of the Email and all attachments within a half-hour of the time the email proposal submission was sent by the Proponent.

An alternate submission method may be made available, at the Town of Coronation's discretion, commencing one-half hour before the closing time, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) are submitted using an approved alternate submission method is received by the Town of coronation before the closing time. The Town of Coronation makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's Proposal is received before Closing Time

4 EVALUATION CRITERIA

4.1 Agreement Requirements

- a) The successful Proponent will enter into a contractual agreement (in the form of a Services Agreement) with the Town within fifteen (15) days after delivery of the Agreement to the successful Proponent by the Town.
- b) If the successful Proponent fails to execute and return the Agreement to the Town within fifteen (15) days, the Town may cease all discussions and have no obligation to the Proponent, and may, if it chooses to do so, award the Agreement to another Proponent, all without affecting any claim which the Town may have against the Proponent as a result thereof.
- c) The Request for Proposals and the completed Proposal Form(s), including the Price Quotation and proposed Service Schedule of the Successful Proponent, will become Schedules of the Services Agreement.
- d) The Services Agreement will be for a negotiated term with the Town and, at the Town's discretion, for an additional term if required.
- e) The Services Agreement will include, but may not be limited to the following:
 - a. the start-up date identified by the Proponent in the Proposal and accepted by the Town;
 - b. the Proponent will be expected to perform/investigate current conditions and update the Infrastructure Master Plan for a minimum of 8 hours per week, subject to the provision that the Town will have the ability to amend the operation of the service for the following purposes:
 - i. to revise schedules; and
 - ii. to operate evening or weekend service;
 - c. which shall be in place of, or in addition to, the hours indicated within the successful Proponent's proposed schedule.
- f) The Town will provide the successful Proponent with registration forms, brochures and other Town-generated documents.
- g) The successful Proponent must provide the Town with a certificate from Workers Compensation acknowledging Workers Compensation coverage for

himself/herself and his/her employees and a copy of his/her liability insurance with respect to his/her vehicle(s), including but not limited to recreational vehicles on-site and maintenance equipment used for surveying or other related activities.

- h) The successful Proponent may be required to have a valid Town of Coronation Business License, as well as any necessary Development and/or Building Permits, prior to Agreement execution.

5 EVALUATION OF PROPOSALS

- a) Proposals will be evaluated on the basis of the overall best value to the Town based on quality, service, price, and any other criteria set out herein, including, but not limited to:
- b) the Proponent's ability to meet the requirements, qualifications and competencies set out herein;
 - i. the Proponent's ability to deliver the services when and where required;
 - ii. financial offer;
 - iii. The Proponent's business and technical reputation and capabilities, experience and, where applicable, the experience of its personnel, financial stability, track record, and references of current and former customers;
 - iv. quality of Proposal; and
- c) any other criteria set out in the RFP or otherwise reasonably considered relevant.
- d) The Town may elect to shortlist some of the Proponents and may require shortlisted Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature.
- e) The Town may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the Town be required to offer any modified terms to any Proponent prior to entering into an agreement, and the Town will not be liable to any Proponent as a result of such negotiations.
- f) All sub-contractors of the Proponent will be subject to the same evaluation process. It is the responsibility of the Proponent to guarantee that all its subcontractors will comply with all the requirements and terms and conditions set out herein.
- g) Proponents are required to be in Good Standing with The Association of Professional Engineers and Geoscientists of Alberta (APEGA)

5.1 Evaluation Breakdown

Submissions will be evaluated by Town Staff. Each section of the submission will be scored from 0 (not responsive) to 10 (fully meets the requirements) based upon a weighted scale as indicated below. The Town might require a presentation/oral interview of the Proponents. If some of the required information was submitted by Consultants under the other phases; for the purpose of this RFP, consultants are required to resubmit the required information.

All findings and scale ratings will be presented to the council in a closed session of the council, and the awarded Proponent will be notified by telephone or by written letter.

The Proposals shall be reviewed by the Town Staff on the basis of the following criteria and associated weightings. Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

Categories	Weight Factor
Corporate Profile & Experience	10
Team Expertise, Qualifications, Experience, & References	15
The Work Plan or Proposed Methodology/ Schedule	30
Safety	25
Price	20
Total Points	100

5	Exceeds Expectations. Proponent clearly understands the requirement. Excellent probability of success.
4	Very Good. Substantial applicability
2-3	Good. Meets expectations. Proponent demonstrates a good understanding of the requirements. Good probability of success.
1	Fair. Somewhat meets expectations. Minor weakness and/or deficiencies. Fair probability of success
0	Low. Non-compliant. Response indicates a complete misunderstanding of the requirements. Very low probability of success.

By submitting a Proposal in response to this RFP, Proponents agree to accept the decision of the Town's evaluation as final.

Other considerations are:

Proposals will be evaluated for their adherence to, interpretation of and response to the issues as set out in this document. The following established criteria will be used:

- a) Proponent organization and strength;
- b) expertise and experience related to similar or related services;
- c) presentation of proposed methodologies and processes to achieve goals;
- d) clear identification of services included including service rates;
- e) identification of major issues, challenges and risks associated with the deliverables;
- a) demonstrated budget breakdowns for time and effort for each deliverable;
- b) consultant's innovation in its approach to the service, including any recommended alternatives, efficiencies and originality;
- c) proposal conveys the Proponent's intent in a clear and concise manner; and

co-ordination of work with the Town

6 PROPONENTS INFORMATION

6.1 Firm Capability and Capacity

Of particular importance is the relevant experience of the firm and its sub-consultants. The successful completion of similar projects in other locations will receive a favorable evaluation. It is essential that the employees who have this experience be assigned to the project. The submission should provide the assurance that the qualified personnel will be continuously available. This requirement will apply to all sub-consultants as well as to the principal firm. It is also essential that the submission demonstrate the ability of the firm to develop and maintain the project budget and

schedule. Specific management procedures in these areas should be described. The firm's quality control and quality assurance program should be described, and its successful use on other projects documented.

6.2 Staff Qualifications

Each key member of the project team must be identified and their qualifications described. The specific assignment of each key staff member must be identified. The qualifications of the project manager should be highlighted. The description of the project manager should identify major projects completed, unique or innovative accomplishments, the time commitment and availability through completion of the project, and the office location from which they will work. Similar information should be provided for key discipline leaders. The manner in which the team will be managed in a cohesive manner to complete the work should be summarized. The ability of the consultant staff to work together with Stakeholders and Town staff should be demonstrated.

6.3 Project Understanding and Approach

The submission must demonstrate a thorough understanding of the nature and scope of the project. Major issues and tasks should be thoroughly described. The Scope of Work contained in this RFP provides the general direction for the work. The submission should elaborate on this information and provide a detailed description of the manner in which the work will proceed. The use of innovative techniques based on experience on other projects should be included. The evaluation will also consider the manner in which the following items are described: identification of special problems that may be encountered; relationships and relative importance of the project issues; approaches for dealing with all issues and tasks; priorities among the various tasks; and realistic timing and scheduling.

6.4 Availability/Location of Key Staff

Consideration will be given to the availability of key staff at strategic times during the work. Factors to be evaluated include the convenience of location and communication between Town staff and the Consultant's team and the availability of the Consultant's staff for agency coordination activities and public meetings.

6.5 Personnel Hours and Hourly Rates

A fee or cost Submission to complete the proposed tasks must be provided. This fee/cost Submission will include hourly billing rates for each professional title, distribution of hours by task, and reimbursable direct expenses. Overhead rates should be shown. Unit costs for providing staff support to public meetings should be described.

6.6 Quality of Submission, Experience in Related Projects, Ability to Meet Project Schedule

The Consultant must show how their submission represents the best value for the Town.

7 CONDITIONS

7.1 Conflict of Interest

By submitting a Proposal, the Proponent warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Proponent, has any financial or personal relationship or affiliation with any elected official or employee of the Town or their immediate families which might in any way be seen by the municipalities to create a conflict.

Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

7.2 Confidentiality

Proponents are advised that parts or all of their Proposals may be subject to the provisions of Alberta's Freedom of Information and Protection of Privacy Act. Proponents who wish to ensure that particular parts of their Proposal are protected from disclosure under this Act should specifically identify any information or records provided with their Proposals that constitute trade secrets, that are supplied in confidence and the release of which could significantly harm their competitive position. Proponents are responsible to review the Freedom of Information and Protection of Privacy Act for further information. While the Act offers some protection for third-party business interests, the Town cannot guarantee that any confidential information provided in a Proposal shall be held in confidence if a request for access is made under the Act.

7.3 Municipal Conditions

All proposals and other records submitted to the Town of Coronation in relation to the RFP become the property of the Town of Coronation and, subject to the provisions of the Freedom of Information and Protection of Privacy Act and the RFP, will be held in confidence. This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Proponent to prepare and submit a proposal.

7.4 Limitations of Damages

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Contractor in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its Proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

7.5 Liability of Errors

While the Town of Coronation has used considerable efforts to ensure the information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Town of Coronation, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

7.6 No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest-priced or any proposal will not necessarily be accepted. The RFP does not commit the Town of Coronation in any way to award any contract.

7.7 No Implied Approvals

Neither acceptance of a proposal nor execution of a Contract will constitute approval of any activity or development contemplated in any proposal that requires an approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation or by-law.

7.8 Legal Entities

The Town of Coronation reserves the right in its sole discretion to:

- disqualify a proposal if the Town of Coronation is not satisfied that the Proponent is clearly identified;
- prior to entering into a contract with a proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to the Town of Coronation that the Proponent has the power and capacity to enter into the Contract; and
- not to enter into a contract with a proponent if the Proponent cannot satisfy the Town of Coronation that it is the same legal entity that submitted the Proponent's Proposal.

8 PROPOSED ENGINEERING FEE

The Town reserves the right to not accept the lowest cost proposal or Engineering Fee Proposal and reject the lowest cost proposal or Engineering Fee Proposal.

9 SCHEDULES

9.1 The following schedules are to be included in the Contract:

- Schedule 1 (Services)
 - Water Distribution Network/Master Plan
 - Sanitary Sewer Master Plan
 - Integrated Storm Water Management Plan
 - Road, gutters, curbs and sidewalks Management Plan
- Schedule 2 (Fees)
- Proponent is to provide, at minimum, costs to deliver each of the items outlined in Schedule A. Fees and disbursements will be billed at rates shown in the Proposal.
 - GST shall not be included in the Contract Fee. GST will be added to the Contract Fee at the time of payment by the Town. All other applicable taxes are to be included in the Contract Fee.
 - Proposals should include a budget as well as a rate per hour for additional consulting upon request. Proposals should
 - include a budget that identifies expenses associated with the Proposal, including, but not limited to, consulting, reporting, presentations, community and stakeholder consultation, travel and ancillary expenses.
- The successful Proponent shall not exceed the amount shown in their Proposal without prior, written approval from the
 - Town of Coronation.
 - Changes in scope requiring fees beyond the total fee as shown in the Proposal must be authorized by the Town of Coronation before additional work begins.
- Schedule 3 (Privacy)
- Schedule 4 (Service Area/System Maps)
 - Water System
 - Sanitary System
 - Storm System

- Road Systems
- Gutters and Curb Systems
- Sidewalks Systems
- Each will be easily identifiable with clear markings.
- Each provided map is to be provided in GIS formatting and includes completed attribute tables.

10 RFP TIMELINES

10.1 Important Timelines

RFP Release Date: Wednesday, April 20, 2022

Deadline for Enquiries: Monday, May 23, 2022 12:00 AM Local Time

RFP Closing Time: Tuesday, May 31, 2022 12:00 AM Local Time

Notice of Award: On or before Monday, June 12, 2017

Project Completion/Delivery: Monday, October 22, 2018