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**Town of Edson**

**2024 Storm Sewer Condition Assessment**

REQUEST FOR PROPOSAL

2024-32-002

June 19, 2024

**Primary Contact Information:**

Ryan O'Sullivan

Transportation & Parks Manager

[ryano@edson.ca](mailto:ryano@edson.ca)

**Background:**

Storm Sewer collection system in Edson contains approximately 25.2km of storm mains which range in size from 300 mm in diameter, up to 1350 mm in diameter. with the majority under 675 mm diameter. Pipe materials are mostly either PVC or concrete, installed throughout the Town. All stormwater flows by gravity.

Footage from the inspections and reports can be viewed at [this SharePoint link](#) areas have capacity constraints in 5 and 100-year rainfall events. These areas may be susceptible to downstream damage or line failures, resulting in additional or more frequent flooding.

During active storm seasons, stormwater flow through our mains can exceed the design capacity of the mains unless we are actively managing flow rates and offline storage facilities.

Town of Edson would like to obtain the services of a consultant to assist with the collection, cataloging, and interpretation of condition information from our storm system, at least as much as may be reasonable within a typical data collection season/calendar year.

### **Request for Proposal Process:**

The selection process involves the following:

- Solicitation of Proposal using this “Request for Proposal” through email at ryano@edson.ca.
- Review of submitted Proposals by the Town.
- Selection of highest-ranking Bidder and negotiation of contract form.
- Negotiation with the second Bidder if the first negotiation is not successful.

### **Mandatory Corporate Requirements:**

Proponents should maintain and submit proof of the following with their proposal:

- APEGA Permit to Practice,
- Proof of Insurance, including errors and omissions and commercial general liability, each with not less than \$2,000,000 (two million dollars) per occurrence, and.

### **Consulting Generic Requirements:**

General Liability Insurance with a policy limit of \$2,000,000 per occurrence. The policy must:

1. List the Town as an additional insured
2. Contain a cross-liability clause
3. Contain a contractual liability clause
4. Contain a non-owned automobile clause
5. Include a waiver of subrogation in favour of the Town
6. Be endorsed to provide the Town with 30 days’ written notice of cancellation
7. Have a deductible not exceeding \$5,000, with the Consultant to be responsible for payment of all deductibles

Professional Liability Insurance (Errors and Omissions) with a policy limit of \$1,000,000 per occurrence (\$2,000,000 for higher-risk projects involving technical surveys, audits, design work, professional certifications, etc.), and a deductible not exceeding \$50,000, with the Consultant to be responsible for payment of all deductibles.

Automobile Liability Insurance on all vehicles owned, operated, or licensed in the consultant's name, with limits of not less than \$2,000,000 per occurrence

**Project-Specific Requirements:**

**Cyber Liability**

*Is the Consultant providing IT consulting services? If yes, the Consultant must have:*

Cyber Liability Insurance Policy with a limit of \$1,000,000 per occurrence, and a deductible not exceeding \$10,000, and the Consultant to be responsible for payment of all deductibles.

- Firms have been operating for at least 5 years
- At least 3 references within the last 3 years for similar projects.
- Certificate of Recognition (COR) which is relevant to their industry,
- Current WCB Clearance Letter, and
- Internal Quality Management System.

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**Submission Format:**

The point of contact at the Town of Edson for any queries, questions or submissions related to this RFP (Contact Person) is:

Attention: Ryan O’Sullivan

Email: [ryano@edson.ca](mailto:ryano@edson.ca)

Address: 3240 1St Avenue  
Edson, AB

Proposals should be submitted electronically.

- Letter of transmittal or cover letter
- Executive Summary
- Corporate profile
- Related experience
- Project Team
- Project understanding
- Work plan and project schedule
- Pricing
- Corporate References
- Mandatory Corporate Requirements
- Confirmation of Addendums
- Proposed Contract Form

**Evaluation Criteria:**

Evaluation of responders to this RFP is based on the following criteria:

Qualification Factors		Score	Weight
<b>Corporate Profile</b>	Similar technical and project experience	0-5	40%
	Corporate References		
	Track Record and cost control aspects		
<b>Approach to the work to be done</b>	Project understanding, methodology, and project management	0-5	30%
	Qualifications of project team and capacity		
<b>Quality of Proposal</b>	General impression, clarity, free from errors	0-5	10%
<b>Cost of Services</b>	Overall Project Cost	0-5	20%
	Overall value to Town		

The points assigned each item will be based on the information provided in the proponent's submission. Scoring will be awarded on a scale of 0-5 where the range is defined as follows:

Score	Requirement
<b>0</b>	Lack of response or lack of understanding of requirements, no or very low probability of success
<b>1</b>	Does not meet expectations or demonstrate clear understanding of success. Low probability of success
<b>2</b>	Someone meets expectations, minor weaknesses or deficiencies, some probability of success
<b>3</b>	Somewhat meets expectations, minor weaknesses or deficiencies, fair probability of success
<b>4</b>	Somewhat exceeds expectations, high probability of success
<b>5</b>	Exceeds expectations, proponent clearly understands requirements, excellent probability of success

**Proposal Submission:**

Electronic Proposal clearly marked “RFP-2024-32-002 Storm Sewer Condition Assessments must be received by the contact person in this RFP no later than 2:00 p.m. MST, July 11, 2024. **Proposals submitted in other formats or locations than the above specified will not be considered.**

**Project Timeline:**

Activity	Date	Time (Alberta Time)
Issuance of RFP	June 24, 2024	8:00AM
Deadline for enquiries	July 5, 2024	14:00
RFP Closing Date	July 11, 2024	14:00
Notifications and Negotiations with the successful proponent	July 26, 2024	-

### Scope of Work:

Town of Edson would like to obtain the services of the successful Proponent to assist with the collection, cataloging, and interpretation of condition information from our Storm system.

The Town is flexible on the work plan, but as we currently see it, the program would include:

- Existing Data Review
  - Model and As-Built information
  - Field verification of key elevations
  - Field verification of any areas in the model/storm as built that don't align/agree
- Calibration/Validation of the storm model
  - Using storm data and flow data collected from the storm system
  - Confirming I&I rates observed during storm events.
- Development of an inspection/assessment Framework
  - Report Requirements
  - Identify key inspection areas
    - High risk, or
    - Older, or
    - Previously assessed poorly
  - Risk Assessment to assist with prioritizing repairs if funding is limited
- QA review of inspections/reports generated by the inspection plan
- Assistance with uploading/updating pipe information in the Town's asset management database, which is managed using Asset Manager by PSD Citywide
- Creation of a capital plan that factors in the risk assessment criteria developed to repair emergent issues and a Prioritized Maintenance list/Program.

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**Exclusions:**

We expect that there may be a need for specialized third-party services in the preparation of this scope of work. We would ask that these are identified (with approximate budget) but left out of the Proponent's scope of work. Town will work with Proponent to source and will pay directly for third party services as necessary to complete the project.

It is assumed that Town of Edson can arrange for camera inspections on the required Storm Sewer sections as we currently have a new camera inspection system that can be used to capture data and generate reports.

**Background Documents:**

The Town will make available for the RFP:

- Storm Sewer inspection using Cameras
- Town of Edson Cadastral As-Builts

We also have as-built drawings (scanned .pdf or .tiff) from construction for many, but not all, of the Town's utilities; however, due to size and nature of our storage network we are not able to share all this information with the proponents directly. We will, upon request review for specific locations to make additional information available.



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### **Request for Proposal Terms and Conditions:**

- 1.) All RFP-2024-32-002 are to be submitted in English only.
- 2.) Bid documents are available at <https://purchasing.alberta.ca/.opportunity>. Documents will not be provided in any other manner.
- 3.) Bidders shall have a Purchasing Alberta Vendor account and be registered as a Plan Taker on our platform for this opportunity which will enable the Bidder to download the Bid Document, to receive addenda email notifications.
- 4.) Electronic Bid submissions only, shall be received by the contact person. Hardcopy submissions are not permitted.
- 5.) The Closing time and date shall be determined by the bidding System's web clock.
- 6.) The bidding system will send a confirmation email to the bidder advising that their bid was submitted successfully.
- 7.) Late Proposal are not permitted by the Bidding System.
- 8.) Bidders should submit their Bid in .pdf format to the contact person in the format listed in the RFP document.
- 9.) A bid may be withdrawn or edited at any time prior to the closing time and date in the Bidding System.
- 10.) Questions related to this bid are to be submitted to [ryano@edson.ca](mailto:ryano@edson.ca).
  - a. If an inquiry requires an interpretation or modification of the Bid Documents, the response to that inquiry will be issued in the form of a written addendum to ensure that all Bidders base their fee on the same information.
  - b. Bidder shall for any ambiguity, divergence, error, omission, oversight, or contradiction contained in the Bid Documents as it is discovered, or to request any instruction, decision or direction which may be required to prepare its proposal.
- 11.) Questions should be submitted before the date indicated in the Bid Documents.
- 12.) Any replies to inquiries or interpretations or modifications of the Bid Documents made verbally or by any manner other than in the form of a written addendum, are not binding.
- 13.) Each Bidder shall ascertain before bid submission that it has received all addenda issued by the Town and shall acknowledge the receipt of any addenda through the Bidding system by checking a box for each addendum and any applicable attachment.

The Bidder is solely responsible S

- a. Make any required adjustments to their Proposal; and
- b. Acknowledge the addenda, and

- 14.) Any confidential information included in a Proponent's submission should be clearly marked as such. Town will maintain confidentiality of that information, except as required by law or court order.
- 15.) Receipt of a Proposal and evaluation by the Town of does not imply that the Proponent is qualified.
- 16.) Review process will be completed using printed copies of submitted Proposal, please include information inside the proposal to be considered (i.e. Do not include hyperlinks to webpages...etc.)
- 17.) The lowest cost Bid may not necessarily be accepted based on the other evaluation criteria.
- 18.) The Town reserves the right to reject any or all Proposals.
- 19.) Proponent may be disqualified if there are any misrepresentations, inaccuracies, misleading or incomplete information.
- 20.) The Town may decide, at its sole discretion, that no Bid submitted will be accepted and no Contract will be awarded as a result of this process (for example, if all submissions exceed limits listed in our purchasing policy or our budgets). In that event, all Proponents will be notified, and the Town will have no liability to any Proponent.
- 21.) The RFP Process will not create a legal agreement for any goods and services between the Town and any Proponent without an executed written agreement.
- 22.) A Bid submission that is informal, incomplete, qualified, non-compliant with the requirements of the Bid Documents, or otherwise irregular in any way, may be declared non-compliant and rejected.
- 23.) The Town may accept or waive a minor inconsequential irregularity.
- 24.) The determination of what is, or is not, a minor and inconsequential irregularity, and the determination of whether to accept or waive an irregularity, is at the Town's sole and final discretion.
- 25.) The Town is not responsible for any costs incurred by Proponents in preparing, submitting, or presenting their Proposal.
- 26.) All Proposal become the property of the Town upon submission and will not be returned.
- 27.) The work shall be done in accordance with the laws of the Province of Alberta, and any Federal and/or local regulation and by-laws governing the type of work.

**Closing Date for Q&A Process:** Thursday July 5, 2024, 14:00:00 p.m. (2:00:00 p.m.) MST.  
Inquiries received after this deadline will not receive a response.

The undersigned parties agree to comply with the terms and conditions of this Invitation to Tender. Offered By: Ryan O’Sullivan.

**Receipt Confirmation Form:**

**Project No.: RFP-2024-32-002 - Storm Sewer Condition Assessment**

Company Information	
Company Name:	
Contact Person:	
Title:	
Email:	

NOTE: All responses to questions, inquiries, updates, and further information will be shared only with those proponents who complete and return the above form.

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**Declarations**

- I/We agree to deliver all required information associated with this RFP to the satisfaction of the Town of Edson by the date indicated in this RFP.
- I/We hold that the information provided shall be held irrevocable and is open to acceptance by the Town of Edson until sixty (60) days after the RFP closing date.
- I/We agree that all bid form supplements called for by the Bid Documents form an integral part of this Bid.

**Signatures**

**SIGNED AND SUBMITTED for and on the behalf of:**

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**Signature of Bidder's Authorized Representative**

\_\_\_\_\_  
**Name of Bidder's Authorized Representative**

\_\_\_\_\_  
**Witness' Signature**

\_\_\_\_\_  
**Title or Status of Person Signing Above**

\_\_\_\_\_  
**Name and Title of Witness**