

REQUEST FOR PROPOSALS

2024

District of Port Edward
Closing date: October 14, 2024



RFP Details and Contact Information

Copies of the Request for Proposal (RFP) may be downloaded from the District of Port Edward website at www.portedward.ca or online at Civic Info or BC Bid.

The District contact for this proposal is Daphne Thomson, Deputy Corporate Officer by email at dthomson@portedward.ca or telephone 250-628-3667.

All inquiries regarding this RFP shall be directed to this person only.

The RFP closing date and time is Monday, October 14th, 2024 at 4:00 PM PST.

By this time two paper copies of the proposal must be received at the District office 770 Pacific Avenue, Port Edward BC V0V 1G0 along with one digital copy on a memory stick in the dropped off/couriered package.

Support documents to assist in the preparation of RFP responses are available and can be requested by interested applicants by emailing info@portedward.ca

The District may issue clarification publicly regarding inquiries it received in response to this RFP.

About Port Edward

Port Edward's annual budget is between \$3-4M.

The current population is approximately 466 (based on the last census) and the community has a fairly compact townsite located along Porpoise Harbour.

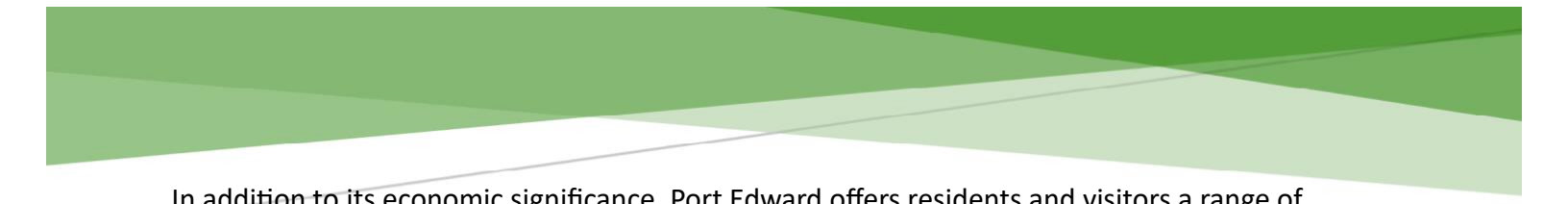
The District's motto is "Clean, Neat and Green," referencing the expansive green spaces and parks, as well as our state-of-the-art water and sewer systems which we consider to be a great asset (particularly for a town of our size).

The district has recently completed corporate strategic planning and is undergoing an update on the official community plan.

Council is prioritizing both residential and commercial development which will be strongly articulated in the Strategic Plan and OCP when they are publicly released.

The District of Port Edward, nestled in the picturesque landscape of British Columbia, is a vibrant community known for its unique blend of natural beauty and industrial activity. Situated along the northern coast of British Columbia, this small district boasts stunning waterfront views and a rich maritime history. The community has a close-knit atmosphere, fostering a strong sense of belonging among its residents.

The local economy of Port Edward is closely tied to its strategic location and proximity to the bustling port city of Prince Rupert. With a focus on industries such as shipping, forestry, and fishing, Port Edward plays a crucial role in the region's economic landscape. The district serves as a gateway to international trade, with its well-connected transportation infrastructure supporting the efficient movement of goods between the Pacific Northwest and global markets.



In addition to its economic significance, Port Edward offers residents and visitors a range of recreational opportunities, including hiking, fishing, and wildlife exploration. The district's welcoming community spirit, combined with its economic vitality and access to the nearby Prince Rupert, makes Port Edward an appealing destination for those seeking a harmonious balance between industry and natural beauty.

RFP Purpose

The purpose of this Request for Proposal (RFP) is to seek professional services to assist in the development of comprehensive Standard Operating Procedures (SOPs) for both our Level 3 (L3) Water Treatment Plant and Level 2 (L2) Wastewater Treatment Plant, specific to the District of Port Edward. These SOPs will ensure the effective operation, maintenance and record-keeping of both plants, supporting regulatory compliance and operational efficiency. The scope includes the creation of SOPs that comprehensively outline daily, weekly, monthly, quarterly, and annual tasks as well as efficient record keeping.

Scope of Work and Contract Objectives

Task Breakdown

Daily Tasks

- Monitor system performance and adjust chemical dosing.
- Check and log water quality parameters.
- Conduct routine equipment inspections.
- Record operational data, including flow rates and pressure readings.

Weekly Tasks

- Perform detailed equipment checks.
- Conduct minor maintenance tasks such as cleaning filters and screens.
- Review daily logs for any operational irregularities.
- Check pump efficiency and assess chemical usage trends.

Monthly Tasks

- Conduct in-depth inspections of critical plant infrastructure.
- Test backup systems and verify emergency preparedness.
- Perform preventative maintenance on critical components (e.g., pumps, valves).
- Generate monthly performance and compliance reports.

Quarterly Tasks

- Review system efficiency over longer time periods.
- Analyze and assess long-term operational performance data.
- Perform major maintenance tasks, such as calibration of sensors and instruments.
- Update and review maintenance logs to ensure compliance with regulatory standards.

Annual Tasks

- Conduct comprehensive audits of both the Water and Wastewater Treatment Plants to assess the overall health and efficiency of the systems.
- Perform any necessary overhauls or deep-cleaning procedures (e.g., inspecting tanks and reservoirs, flushing pipelines).
- Validate regulatory compliance through reporting, testing, and certification renewals.
- Assess staff training needs and provide refresher courses or certifications as needed.
- Review and revise SOPs to reflect changes in technology, regulations, or operational best practices.
- These SOPs should include clear guidance for record-keeping to ensure proper documentation of each task, meeting all regulatory compliance standards. The consultant is required to integrate existing documentation for the L3 Water Treatment Plant into the SOPs, while evaluating and filling any gaps in documentation for the L2 Wastewater Treatment Plant.

These SOPs should also include clear guidance for record-keeping to ensure proper documentation of each task and to meet regulatory compliance standards. The consultant is required to include maintenance procedures for both plants, integrating existing manuals for the L3 Water Treatment Plant, while evaluating any existing documentation for the Wastewater Treatment Plant.

Additional Scope

The secondary objective is to select a firm capable of direct awards for moderately sized planning projects and one-off support requests. Firms that hold standing contracts with the District are encouraged to apply for RFPs on larger projects, as their familiarity with local operations may provide an advantage.

Proposal Criteria and Evaluation

An evaluation matrix will be used to assess each proposal. The primary objective is to select a firm that can deliver a full scope of municipal engineering services, maintain excellent communication, and provide innovative, cost-effective solutions. Timeliness and budget adherence are crucial, and we seek a firm that will help us achieve these goals consistently.

The secondary goal is to find a planning firm who can receive direct award for moderately sized planning projects and one-off support requests.

Submission Requirements

- Detailed methodology for developing the SOPs, including a timeline for completion.
- Clear breakdown of tasks and associated costs, including separate quotes for staff training and certification support.
- References for similar projects and examples of successful SOP implementations for L3 Water Treatment Plants and L2 Wastewater Treatment Plants.

The District is required to RFP significantly sized projects. Firms who hold standing contracts with the District are not precluded from also applying for RFPs on larger projects and having detailed knowledge of the organization and local operations may be an advantage.

Required sections of the application/proposal are:

1	Cover letter	Signed by an authorized person to bind the organization. Provide an overview of the company and executive summary of the project team and approach. Reference how your firm and team will orient themselves to the organization and our priorities within the first 30 days after the contract award.
2	Proponent firm and team expertise	Describe expertise in required areas, local knowledge and experience. Detail your firm and team and their approach to the work as well as experience in the municipal environment. Please indicate each team member's office location. Preference will be given to those with senior, local staff. Also, please include resumes for all key team members.
3	Fee structure	A detailed list of consulting fees broken down by the service areas outlined in section 4. Please separate both engineering and planning fees if you are applying for both areas of work.
4	Safety	Review company safety practices and track record.
5	References	Highlight past performance of the firm and its key staff who will be assigned to this contract. Identify past contracts and projects and list at least three references, preferably all municipalities.

The Evaluation Matrix is as follows:

Evaluation Category	Score
Project understanding, clarity and consulting approach	20
Firm experience and references	20
Team member expertise, roles, availability and references	25
Value for service (fees)	15
Municipal experience	10
Demonstrated innovative capability	5
Value added elements	5

Conflict of Interest

Proposals may not be evaluated if the applicant has any current or past interests that present a conflict of interest. Respondents by submitting a proposal warrant to the best of their knowledge that no actual or potential conflict of interest exists.

Liability Insurance

If successful, the applicant will confirm liability insurance of a minimum of 2 million dollars, naming the District.

