

**REQUEST  
FOR  
PROPOSALS**



**PROPOSAL CONTACT**

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**RFP 2024-18**

**PROFESSIONAL SERVICES FOR  
WATER WASTEWATER CAPITAL  
PLANNING STUDY UPDATE**

**DATE OF ISSUE**

Tuesday November 12, 2024

**QUESTION DEADLINE**

Tuesday November 26, 2024 at 13:00pm

**SUBMISSION DEADLINE**

Thursday December 5, 2024 at 13:00pm

**SUBMISSION TO**

[clerk@southglengarry.com](mailto:clerk@southglengarry.com)

## 1. **Background**

South Glengarry is a rural community in Eastern Ontario, with a population of approximately 13,000 residents and 5,300 residential homes, encompassing an area of 605 square kilometres. South Glengarry is among the larger municipalities in the United Counties of Stormont, Dundas & Glengarry.

The Township owns and operates several small water and wastewater facilities, and it intends to retain a consulting engineering firm to assess the capabilities of these facilities to adequately serve existing residents over a two- and ten-year planning horizon. There is a need to assess replacement timing and costs.

The following describes the six (6) water and wastewater facilities to be that will be required to assessed by the successful Proponent as part of the Township's Water and Wastewater Infrastructure Capital Planning Study (the "Capital Plan Study"):

- a) Glen Walter Water Treatment Plant  
Service Population: 1,118  
Type: Direct filtration of surface water, 9,400 metres of watermains and 390 metres intake line  
Design Capacity: 995 m<sup>3</sup>/day
- b) Glen Walter Water Pollution Control Plant  
Service Population: 1,118  
Type: Extended Aeration Package Plant, 7,400 metres of sewer mains, 1,200 metres of force main and a 375 metres outfall pipe  
Design Capacity: 787 m<sup>3</sup> /day
- c) Redwood Estates Well Water  
Service Population: 140  
Type: Drilled well, submersible pump with chlorination and green sand filter, 1,200 metres of watermains  
Design Capacity: 151 m<sup>3</sup>/day
- d) Green Valley Sewage  
Service Population: 475  
Type: Two-cell lagoon with annual discharge, 4,400 metres of sewer main, 2,300 meters of force main  
Design Capacity: 300m<sup>3</sup>/day
- e) Lancaster Water Treatment Plant  
Service Population: 1,280  
Type: Conventional Treatment of surface water, Elevated standpipe, 1,800 metres intake line, 15,000 metres of distribution system  
Design Capacity: 1,440 m<sup>3</sup> /day
- f) Lancaster Sewage  
Service Population: 1,280  
Type: Continuous discharge aerated lagoon with alum addition, 12,500 metres of sewer, 4,100 meters of force main and approximately 3,500 meters of outfall pipe.  
Design Capacity: 1490 m<sup>3</sup>/day

The initial Study was completed in 2008 and has been updated by the Township on occasion to assist with capital planning. The Township would like a refreshed version of the asset inventory and capital requirements to be completed to assist with future development of a Water and Wastewater Financial Plan which will be contracted separately. This Water Wastewater Capital Planning Study Update will involve the assessment of each of the six (6) facilities for the following purposes:

1. Identifying future capital requirements forecasting for 10 and 25 years.
2. Identifying backlogged, current, and future infrastructure refurbishment and replacement needs.
3. Updating the Asset Inventory to be used for financial planning and budgeting.

## **2. PROFESSIONAL SERVICES TO BE PROVIDED**

The successful Proponent is expected to provide the Township with the following:

- a) An updated inventory spreadsheet for each facility identifying all major infrastructure components, approximate age and/or date of installation, general condition, and adequacy to operate efficiently over the short and long term.
- b) A detailed Capital Study Plan that will identify critical infrastructure issues based on physical inspections by the successful Proponent, condition surveys provided by the Township, existing engineering reports, camera inspections, interviews with staff, equipment suppliers, specifications, reports from regulatory authorities (i.e. MOE, Health Unit). The Capital Study Plan will identify estimated costs for:
  - i. Work that should be done short-term (next two (2) budget years) due to immediate repair concerns, non-compliance or health or safety concerns
  - ii. Work that should be completed within a 10-year period to continue safe and effective operation of the infrastructure and meet anticipated growth demands or to provide more efficient and dependable servicing; and
  - iii. iii) Potential larger-scale work that should be completed within a 10 to 25 year period to continue safe and effective operation of the infrastructure and meet anticipated growth demands or to provide more efficient and dependable servicing.

The successful Proponent will be required to visit the Township on at least three occasions while providing the Services, for the following purposes:

- Collection of updated asset inventory
- Fill in all gaps in infrastructure condition assessment
- Presentation of the Capital Study Plan Update to Township staff

### **3. SUBMISSION REQUIREMENTS**

Submissions should be brief and should not exceed six pages in length with a legible font size. As this information will be used to evaluate each responsive proposal submitted, proponents are encouraged to use the same headings to present their offer.

The following items can be included as an appendix and will not count towards the page limit: relevant project sheets, resumes, and time-task matrix.

#### **3.1. Corporate Experience and Project Team**

Proposals should demonstrate the Proponent's experience in conducting assignments of a similar nature by including descriptions of previous work with **two project references**. Recent corporate experience in Ontario would be considered an asset.

The Proposal should identify the Project Manager and provide a brief outline of their qualifications and experience. The Project Manager must be able to demonstrate recent and applicable experience (ie, within the last five years) in Ontario by means of **a minimum of two (2) projects that are comparable**. Recent experience in Eastern Ontario would be considered an asset.

Briefly identify the team in terms of responsibilities and roles each member will play, and the amount of time they are expected to put into this project. Information provided should include names, qualifications, professional designation, experience, and locations of key personnel. Project teams who have experience working together on similar scoped projects would be considered an asset.

Any sub-contractors to be utilized for this project are to be identified including relevant experience and qualifications.

Resumes for key team members should be provided through an appendix which will not count towards the page limit.

#### **3.2. Project Understanding and Methodology**

Proponents should demonstrate their understanding of the work involved.

#### **3.3. Project Schedule**

The Proponent should provide a project schedule that shows key deliverable and milestone dates (Section 5 of this RFP).

Proponents are encouraged to demonstrate how they can meet or exceed the target dates identified in this Request for Proposal.

#### **3.4. Fee Estimate**

The total fees for all phases of the Study, supported by a detailed breakdown (spreadsheet) of the proposed hours to be worked by each member of the Firm's team in each phase, the charge-out rates, and extensions. The fee quoted shall be a maximum amount and exclusive of HST. The time-task matrix can be included as an appendix and will not count towards the page limit.

#### 4. **Evaluation**

Following the Proposal Closing Time, a proposal evaluation will take place. This proposal evaluation may, at the absolute discretion of the Township, involve presentations by some, or all bidders, discussions with bidders, and requests to bidders to provide written or oral clarification of various aspects of their Proposals.

The process of selecting the best qualified Firm shall consider the following factors:

<b>Criteria</b>	<b>Weighting</b>
Corporate Experience and Project Team	25%
Project Understanding and Methodology	40%
Project Schedule	20%
Fee Estimate	15%

#### 5. **Project Schedule**

Timing is an important consideration in this project. The Township requires that the inventory of all water and wastewater infrastructure be updated early in 2025. Such inventory must include an initial identification of conditions and age of all components. The Township of South Glengarry's proposed schedule for this project is as follows:

- Award of RFP – December 16, 2024
- Kick off Meeting – Week of January 6, 2024
- Completion of Draft Report – Monday February 10, 2024
- Submission of Final Report – TBD by Project Team

#### 6. **Proposal Deadlines**

Questions must be emailed to the General Manager of Infrastructure, Sarah McDonald, at [smcdonald@southglengarry.com](mailto:smcdonald@southglengarry.com) no later than 1:00pm on Tuesday November 26, 2024.

The Township will issue addendums for this procurement no later than end of day on Friday November 29, 2024.

Submissions must be emailed to the Township Clerks at [clerk@southglengarry.com](mailto:clerk@southglengarry.com) no later than 1:00 pm on Thursday December 5, 2024.

#### 7. **Agreement**

The successful Firm will be required to enter into a Professional Services Agreement with the Township of South Glengarry. Insurance requirements for the duration of the contract will be:

- General Commercial, \$5,000,000
- Professional (errors and omissions): \$2,000,000
- Automobile: \$2,000,000
- +

The Township reserves the right to accept or reject any or all proposals.

## **8. Standard Terms and Conditions**

- 8.1. Respondents must satisfy themselves by personal examination of the sites and locations of the proposed works as to the local conditions to be met with during the execution of the Agreement.
- 8.2. The prices submitted shall include all taxes where applicable. For material on which the Township is exempt the prices bid shall not include sales taxes and the Township will provide the successful Respondent with a certificate of end use.
- 8.3. The Respondent has ensured that their submission is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a submission for the same work and is in all respect fair and without collusion or fraud.
- 8.4. The successful Respondent shall be the prime contractor and shall control the work to ensure compliance with all occupational health and safety laws and regulations.
- 8.5. The successful Respondent agrees to hold harmless the Township of South Glengarry and will agree to take responsibility for any health and safety violations as well as the cost to defend such charges as a result of any violation under the Occupational Health and Safety Act.
- 8.6. The Respondent shall clearly indicate any Member of Council or employee of the Township that has any direct or indirect pecuniary interest in the Respondent being successful in this solicitation and describe the general nature of the interest.
- 8.7. Notwithstanding anything herein, if it is deemed most favourable in the interests of the Township of South Glengarry then the Township reserves the following rights, to be exercised at its sole discretion, in order to select a submission that provides the greatest value based on quality, service and price:
  - a) to accept corrections to a submission after the closing date for obvious clerical errors except those that would vary the bid price;
  - b) to reject any or all submissions;
  - c) to include externalities and full-life cycle costs in determining price;
  - d) to use its own estimates on time requirements or "cost plus" estimates in determining price;
- 8.8. Notwithstanding anything herein, the Township reserves the following rights in all cases, to be exercised at its sole discretion:
  - a) to reject any or all submissions based on one or more of the following factors: Safety, financial stability of the Respondent, previous problems with the Respondent in delivering goods or services, the benefits of diversifying the Township's sources of supply, reliability of a Respondent, and other commercially relevant considerations.
  - b) to reject any submission that has an all-inclusive cost that is more than 40% below or more than 40% above the average prices submitted and evaluated.
  - c) This process does not give rise to any contractual rights or obligations.