

Corporation of the  
**VILLAGE OF POINT EDWARD**

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135 Kendall Street, Point Edward, ON  
Tel: (519) – 337 – 3021  
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**REQUEST FOR PROPOSAL - RFP VPE 22-002  
CONSULTING ENGINEERING SERVICES FOR**

**Capacity Study**

**Sanitary Sewers, Sanitary Pump Stations  
Storm Water Sewers & Storm Water Pump Stations  
Wastewater Treatment Plant**

The Village of Point Edward (Village) is seeking to engage the services of a qualified consulting engineering firm (Consultant) to provide professional services for a detailed review of the capacity and design of the Sanitary Collection System, Sewage Treatment Plant and Storm Water Systems in the Village of Point Edward. Proposing options available to increase capacity will be part of this scope of work

Please review the attached document and submit your proposal to the address listed below by the closing deadline of.  
**4:00 pm (local time) on Oct 31, 2022**

**Jim Burns – Chief Administrative Officer  
The Village of Point Edward  
135 Kendall Street  
Point Edward, ON N7V 4G6**

**Only proposals delivered by the closing date and time will be considered.**

<b>The deadline for questions is:</b>	<b>Friday October 14, 2022 at 4:00 pm</b>
<b>Procurement Contact:</b>	<b>Jason Verstraeten – Manager Environmental Services Email: <a href="mailto:jverstraeten@villageofpointedward.com">jverstraeten@villageofpointedward.com</a></b>

All questions must be written and will be answered by means of an issued Addendum.

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# 1. Introduction

## i. Project Summary

The Village of Point Edward (herein known as ‘The Village’), is accepting proposals for a detailed review of the Village’s Sanitary Sewers, Sanitary Pump Stations, Sewage Treatment Plant, Storm Sewers and Storm Pump Station capacities and design. Proposing options available to increase capacity will be part of this scope of work.

The sections to be investigated are listed as below:

### **SECTION 1 – Sanitary Sewers & Pump Station Capacity (4 pump stations)**

All Sanitary Sewers and Pump Stations in Village Boundaries

### **SECTION 2 – Sewage Treatment Plant Capacity**

Location 92 Alexandra Ave

### **SECTION 3 – Storm Sewer & Storm Pump Station Capacity (2 pump stations)**

All Storm Sewers and Pump Stations in Village boundaries

### **SECTION 4 – Provide Options and Budget Costing for Expansion**

Sanitary Collection System, Sewage Treatment Plant and Storm Water System for the Village to allow future growth of larger developments.

# 2. Instructions to Proponents Conditions

## i. Notice and Registration of Proposal

In order to submit a proposal for this assignment, proponents must submit a hard copy of the RFP Document by the Closing Date.

## ii. Proposal Schedule

The following is the schedule of this RFP:

Request for Proposal Issue Date:	September 30, 2022
Deadline for Questions:	October 14, 2022 – 4:00 pm
Closing Date:	October 31, 2022 – 4:00 pm
RFP Award Date:	November 18, 2022
Preliminary Draft Report	December 30, 2022
Final Report	January 20, 2023

In the proposal, the consultant must confirm their ability to meet the above deadlines, subject to approvals and public consultations. Points will be deducted if submissions cannot meet the deadlines.

**iii. Submission of Questions**

The deadline for submitting questions related to this RFP is October 14, 2022 by 4:00 pm. Questions must be submitted electronically via email in a Microsoft Word file and sent to the following:

Jim Burns – CAO: jburns@villageofpointedward.com  
Jason Verstraeten – Manager Environmental Services: jverstraeten@villageofpointedward.com

**iv. Confirmation of Received Documents**

The proponent shall ensure that all documents have been reviewed prior to submission of the proposal. There will be no consideration for any claim made based upon a misunderstanding of the proposal. If the proponent feels it is necessary to perform any site visits prior to submission, the cost will not be incurred by The Village following award.

All proponents will be required to identify the number of issued addendums on the Form of Proposal, if necessary, and include them with the proposal submission. It is the proponent’s responsibility to ensure that they have all issued addenda.

**v. References**

Proponents shall provide three (3) references of municipal clients where similar work scope has been provided within the last three (3) years. The proponent shall provide the contact person’s phone number and email address for each reference. A reference page can be found in Appendix C.

**vi. Submission of Proposal**

Proponents shall follow the instructions outlined in this RFP when structuring their proposal.

The Village uses a **two-envelope** approach when evaluating technical proposal submissions. The **‘Technical’** and **‘Financial’** envelopes must be sealed and clearly marked within one submission package. The Financial envelope will only be opened if the proponent meets the minimum score in the Technical submission.

The proponent shall provide three (3) bound copies of the ‘Technical’ proposal. One of which must be the signed original by the proponents signing officer.

The proponent shall provide one (1) bound copies of the ‘Financial’ proposal, which must be the signed original by the proponents signing officer.

**Submission of an unsigned Form of Proposal will result in disqualification of the proposal.**

No changes to the submission can be made after the closing date and time.

The proposal submission should not exceed 15 pages excluding the forms of proposal and schedule.

**vii. Delivery of Proposal**

Delivery of the proposal is solely the responsibility of the proponent. Any couriered submissions that do not make the closing date and time will not be accepted.

**viii. Sub-consultants**

The proponent shall identify any sub consultants and subcontractors required to perform the scope of work in Appendix D. The Village shall not be responsible for dealings with the sub consultant and the fee for work shall be covered in the proposed fee by the proponent.

Any additional sub consultants to those indicated in the proposal shall have written authorization by The Village.

**ix. Professional Services Agreement**

The successful bidder will be required to sign and provide The Village with a Professional Services Agreement signalling the commencement of the contract, if successful.

**3. Standard Terms and Conditions**

**i. Errors and Omissions**

By submitting this proposal, it is understood that The Village has taken considerable efforts to ensure an accurate representation of information. However, the information is not guaranteed to be accurate and comprehensive. Nothing in the RFP is intended to relieve the proponent of conducting their own investigations and forming of conclusions.

**ii. Irrevocability**

All proposals will be irrevocable for a period of ninety (90) days from the closing date.

**iii. Incurred Costs**

The proponent will bear all costs associated with the preparation of this proposal. The Village reserves the right to withdraw this RFP and discontinue the RFP process at any time.

**iv. Alternations to the Terms in this RFP**

This RFP may only be amended by addendum. A verbal explanation or interpretation by Village staff is not able to modify the RFP. It is the proponent's responsibility to ensure all addendums have been reviewed and signed back in this submission.

**v. Withdrawal or Alteration to Submitted Proposals**

A proponent may withdraw their submission any time prior to the closing date and time by submitting a letter addressed to the Chief Administrative Officer. The letter is to be signed and timestamped by Village staff.

A proponent may alter their submission any time prior to the closing date and time by resubmitting a new proposal. The last proposal received will supersede any earlier submission.

**vi. Unbalanced Proposals and Discrepancies**

The Village may reject any unbalanced proposals that contain mathematical errors that adversely affect the evaluation process.

In the event of mathematical errors, the unit price shall always govern price breakdowns and the total cost be corrected.

If a cost from one item has not been carried forward, The Village will correct the total proposed price accordingly. The Village also reserves the right to reject any proposals with substantial errors.

**vii. Acceptance or Rejection of Proposal**

The Village of Point Edward reserves the right to reject any or all Proposals, including without limitation the lowest Proposal, and to award the Contract to whomever The Village of Point Edward in its sole and absolute discretion deems appropriate notwithstanding any custom of the trade to the contrary nor anything contained in the Contract Documents nor herein.

The Village of Point Edward shall not, under any circumstance, be responsible for any costs incurred by the proponent in the preparation of its proposal.

Without limiting the generality of the foregoing, The Village of Point Edward reserves the right, in its sole and absolute discretion, to accept or reject any Proposal which in the view of The Village of Point Edward: is incomplete, obscure, or irregular; which has erasures or corrections in the documents; which contains exceptions and variations; which omits one or more prices; or which contains prices The Village of Point Edward considers unbalanced.

Criteria which may be used by The Village of Point Edward in evaluating proposals and awarding the contract are in The Village of Point Edward's sole and absolute discretion and without limiting the generality of the foregoing, may include one or more of: price; total cost to The Village; reputation; claims history of the proponent; qualifications and experience of the proponent and its personnel; quality of services and personnel proposed by the proponent; ability of the proponent to ensure continuous availability of qualified and experienced personnel; the Project Schedule and Plan; the proposed Labour and Equipment; and the proposed Supervisory Staff.

Should The Village of Point Edward not receive any proposal acceptable to The Village of Point Edward in its sole and absolute discretion, The Village of Point Edward reserves the right to re-issue the Project or negotiate a contract for the whole or any part of the Project with any one or more persons whatsoever, including one or more of the proponents.

**viii. Cancellation**

The Village reserves the right to immediately terminate the contract at its own discretion, including but not limited to such items as non-performance, late deliverables etc. Failure to maintain the required documentation during the term of this contract may result in suspension of the work and/or cancellation of the contract.

**ix. Insurance**

It is The Village's policy to have consultants with Comprehensive General Liability Insurance (minimum \$5 million) and Professional Liability Insurance (minimum \$2 million). By responding to this RFP, the proponent agrees to provide proof of insurance if successful within 2 weeks of notice of award.

**x. Accessibility**

Pursuant to section 6 of Ontario Regulation 429/07, Accessibility Standards for Customer Service (the "Regulation"), made under the Accessibility for Ontarians with Disabilities Act, 2005 (the "Act"), the proponent shall ensure that all its employees, agents, volunteers, or others for whom it is responsible, receive training about the provision of goods and services provided to people with disabilities. By responding to this RFP, the proponent agrees that its employees, agents, volunteers, or others will have completed the Accessible Customer Service Training. The Accessible Customer Service Training shall be provided in accordance with section 6 of the Regulation and shall include, without limitation, a review of the purposes of the Act and the requirements of the Regulation, as well as instruction regarding all matters set out in section 6 of the Regulation.

The proponent shall submit to The Village, if requested, documentation describing its accessible customer service training policies, practices and procedures, and a summary of the contents of training, together with a record of the dates on which training is provided and the attendees. The Village reserves the right to require the proponent, at the proponent's expense, to amend its training policies, practices and procedures if The Village deems them not to be in compliance with the requirements of the Regulation. The proponent shall only assign those employees who have successfully completed training, in accordance with Section 6 of the Regulation, to provide services to, or on behalf of, The Village.

**xi. Health and Safety**

The proponent shall:

1. Ensure all their employees, including sub-consultants, are knowledgeable and follow the regulations outlined in the Occupational Health and Safety Act (R.S.O.), 1990, as amended and any regulations made pursuant to the Acts.
2. Agree to indemnify and save The Village from any fines or damages arising from breach of Occupational Health and Safety Act (R.S.O.), 1990.
3. Agree to assume full responsibility for the enforcement of the Occupational Health and Safety Act (R.S.O.), 1990.
4. Acknowledge and agree that any breach to the Occupational Health and Safety Act (R.S.O.), 1990 may result in the termination of contract.
5. If requested, provide The Village with the proponents Health and Safety Policy.
6. Ensure that all personnel performing supervisory work are "competent persons" as outlined in the Ontario Occupational Health and Safety Act.

## 4. Evaluation Criteria

The evaluation criteria and weighting system for the proposal has been outlined below:

			Total
<b>Technical Proposal</b>	Part 1	Project Team <ul style="list-style-type: none"> <li>• Experience and qualifications of Project Manager / Engineers (10%)</li> <li>• Experience and qualifications of technicians/support staff (5%)</li> </ul>	15%
	Part 2	Company information and work plan <ul style="list-style-type: none"> <li>• Company background (5%)</li> <li>• Company experience in similar projects (10%)</li> <li>• References (5%)</li> <li>• Work plan (10%)</li> <li>• Clarification of deliverables (5%)</li> </ul>	35%
	Part 3	Work Schedule <ul style="list-style-type: none"> <li>• Gantt chart of proposed work (10%)</li> </ul>	10%
<b>Financial Proposal</b>	Part 4	Cost <ul style="list-style-type: none"> <li>• <i>(Only to be opened by Village for proponents meeting minimum score on technical proposal)</i></li> </ul>	40%



## 5. Terms of Reference

The Environmental Services Department is looking to engage an engineering firm with the required expertise, staff, and availability to carry out the following engineering services:

**i. SECTION 1 – Sanitary Collection (Sewers & Pump Station Capacity) (4 pump stations)**

**Background:**

It is believed, majority of the collection system was planned and developed in the 1960s. It has had new pumping stations installed over the last approx. 20 years and the Kendall Street pump station was overhauled in the last decade.

**Scope of Work:**

Scope of Work for Section 1 includes a comprehensive capacity study of the sanitary collection system in the area following:

Village Boundaries

**ii. SECTION 2 – Sewage Treatment Plant Capacity**

**Background:**

The sewage treatment plant was built in the 1960s and there was an extensive expansion done in the mid 1990s. The plant has run at approx. half of the rated daily capacity but with the future developments and population growth being proposed it may not be able to stay in the acceptable flow ratings.

**Scope of Work:**

Scope of Work for Section 2 includes a comprehensive capacity study for the Sewage Treatment Plant located at

92 Alexandra Ave.

**iii. Section 3 - Storm Sewer & Storm Pump Station Capacity (2 pump stations)**

**Background:**

The storm sewer collection system is believed to have been planned and developed in the 1960s as the other infrastructure in the Village. There has been changes and upgrades, but the Village does not have detailed records of these.

**Scope of Work:**

Scope of Work for Section 3 includes a comprehensive capacity study of the Storm water collection system in the area following:

Village Boundaries

iv. **SECTION 4 – Provide options and Budget costing for expansion**

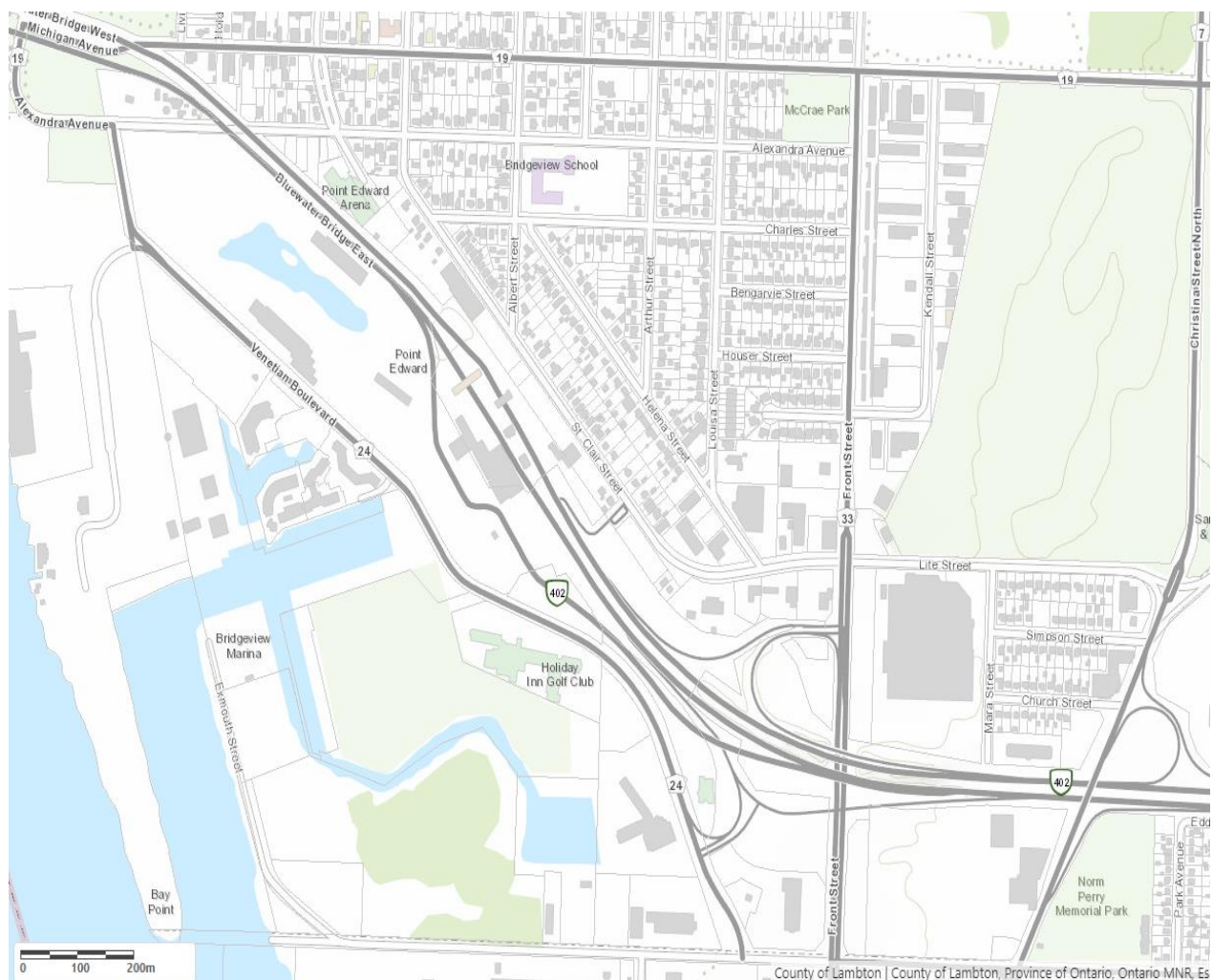
**Background:**

As it is believed these systems were all planned and developed in the 1960s with a plant expansion done in the mid 1990s as well as new pump stations. The Village requires a comprehensive review to help plan for future developments and to ensure the capacity is available to support all the desired growth.

**Scope of Work:**

Scope of Work for Section 4 includes a comprehensive study on expansion options and costing for the Sanitary Collection System, Wastewater Treatment Plant and Storm Water Collection System. This will include the required land base etc. to implement any potential expansion or changes for increased capacity of all systems in the area following:

Village Boundaries



**Fig 1 – Review Area of Village South of Michigan Ave**



**Fig 2 –Review Area of Village North of Michigan Ave**

The successful proponent should budget for eight (8) meetings. This includes monthly project progress meetings from the date of award to the completion of the project.

## **6. Deliverables**

- Provide meeting agendas and minutes for all meetings related to the project.
- Provide a preliminary draft report (3 hard copies + electronic copy) for comments.
- Provide a final report (3 hard copies + electronic copy).
- Upon completion of the project, submit electronic copies of all reports, drawings, meeting minutes and all associated project documents in a USB storage device.
- Any other deliverables as discussed earlier in the RFP.

## **7. Submission of Proposal**

The following outline shall be used during submission so all proposals can be evaluated equally. Please use the Envelope Pages

### **i. Technical Proposal**

The technical proposal shall be sealed in a separate envelope than the Financial Proposal and clearly marked using the pages provided within this RFP.

Please submit in the following order:

1. Body of proposal including project team and company information.
2. Project schedule.
3. List of references (page included in RFP as Appendix B).
4. List of sub-consultants (page included in RFP as Appendix C).
5. Form of Proposal (page included in RFP as Appendix D).
6. Issued Addendums, if applicable.

### **ii. Financial Proposal**

The financial proposal shall be sealed in a separate envelope than the Technical Proposal and clearly marked using the pages provided within this RFP.

Please submit in the following order:

1. Cost Form of Proposal and Cost Breakdown (all pages included in RFP as Appendix F).

## **Appendix A – Project Limits/Additional Services**

The scope of this work includes the whole of the of the Village of Point Edward. It shall include any examinations of sewers and stations etc. and include any required camera inspections etc. needed to confirm the current capacity of the systems.

## Appendix B – References

This form should be filled out and included within the Technical Proposal. The proponent agrees that The Village may contact each reference listed below for the purpose of obtaining information relevant to the completion of similar work scope.

<b>Client:</b>	<b>Description of Project</b>	<b>Contact Information</b>
	<p><u>Description:</u></p>     <p><u>Date:</u></p>	<p><u>Name:</u></p> <p><u>Job Title:</u></p> <p><u>Phone Number:</u></p> <p><u>Email Address:</u></p>
	<p><u>Description:</u></p>     <p><u>Date:</u></p>	<p><u>Name:</u></p> <p><u>Job Title:</u></p> <p><u>Phone Number:</u></p> <p><u>Email Address:</u></p>
	<p><u>Description:</u></p>     <p><u>Date:</u></p>	<p><u>Name:</u></p> <p><u>Job Title:</u></p> <p><u>Phone Number:</u></p> <p><u>Email Address:</u></p>

## Appendix C – Sub Consultants

This form should be filled out and included within the Technical Proposal.

<b>Name of Sub-consultant</b>	<b>Description of Services to be Provided</b>

**Appendix D – Form of Proposal**

**FOR: RFP VPE 22-002**

**PROPOSED BY:**

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
CONTACT NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
EMAIL ADDRESS

**TO: THE VILLAGE OF POINT EDWARD**

I/We, the proponent, have carefully examined the RFP and all related documents to develop a clear understanding of the required works involved to complete this assignment. I/We, hereby submit this Proposal to provide the services required to fulfill the requirements outlined in the RFP.

**The proponent acknowledges having received all issued addenda number from \_\_\_\_\_ to \_\_\_\_\_ in preparing our proposal in response to this RFP.**

The proponent accepts that, this proposal is subject to the acceptance of The Village of Point Edward and that the lowest of any proposal will not necessarily be accepted by The Village.

The proponent also agrees that this proposal has been executed by an authorized signing officer.

**Date:** \_\_\_\_\_



**Appendix D – Form of Proposal Continued**

This contract is entered into as of the day and year first written above. The schedules included in proponent’s submission are an integral part of this assignment.

\*\*\*\*\*TO BE SIGNED BY THE PROPONENT\*\*\*\*\*

<b>PROPONENT:</b> <i>(Name of firm)</i>	
<b>BY:</b> <i>(signature)</i>	
<b>NAME:</b> <i>(Name of authorized signing officer)</i>	
<b>TITLE:</b> <i>(Title of signing officer)</i>	

## **Appendix E – Envelope Covers**

The following three (3) pages shall be affixed to the front of the Full Submission, Technical Proposal, and Financial Proposal.

Both the Technical Proposal and Financial Proposals shall be enclosed in one submission package.

The following list of Envelope Covers should be included.

1. Full Submission Package Envelope Cover.
2. Technical Proposal Envelope Cover.
3. Financial Proposal Envelope Cover.

**FULL SUBMISSION PACKAGE**

**Jim Burns – Chief Administrative Officer  
The Village of Point Edward  
135 Kendall Street  
Point Edward, ON N7V 4G6**

RFP number: **RFP VPE 22-002**

Full legal name of consulting firm:

Company contact information:

Proposal closing date and time: **October 31, 2022 at 4:00 pm (local time)**

**TECHNICAL PROPOSAL**

**Jim Burns – Chief Administrative Officer  
The Village of Point Edward  
135 Kendall Street  
Point Edward, ON N7V 4G6**

RFP number: **RFP VPE 22-002**

Full legal name of consulting firm: \_\_\_\_\_

Company contact information: \_\_\_\_\_

Proposal closing date and time: **October 31, 2022 at 4:00 pm (local time)**

**FINANCIAL PROPOSAL**

**Jim Burns – Chief Administrative Officer  
The Village of Point Edward  
135 Kendall Street  
Point Edward, ON N7V 4G6**

RFP number: **RFP VPE 22-002**

Full legal name of consulting firm: \_\_\_\_\_

Company contact information: \_\_\_\_\_

Proposal closing date and time: **October 31, 2022 at 4:00 pm (local time)**

**Appendix F – Cost**

Please fill out and **include this page** as well as the following page in the **Financial Proposal**. The Cost Breakdown will only be opened by The Village for consultants meeting the minimum score on the Technical Proposal.

I/We, the proponent, agree to provide The Village with the services outlined in this RFP for a lump sum price of: \$ \_\_\_\_\_ (*figures*), exclusive of HST.  
 \$ \_\_\_\_\_ (*written*), exclusive of HST.

The proponent agrees to perform the work outlined in this RFP for the lump sum price above, inclusive of any disbursements.

In the event that the Cost Breakdown has mathematical errors, the unit price will govern, if applicable.

If the proponent is anticipating rate increases from 2022 through 2023, including inflation, please ensure to account for such rate increases in your submission.

The proponent accepts that, this proposal is subject to the acceptance of The Village of Point Edward and that the lowest of any proposal will not necessarily be accepted by The Village.

The proponent also agrees that this proposal has been executed by an authorized signing officer.

**Date:** \_\_\_\_\_

\*\*\*\*\*TO BE SIGNED BY THE PROPONENT\*\*\*\*\*

<b>PROPONENT:</b> <i>(name of firm)</i>	_____
<b>BY:</b> <i>(signature)</i>	_____
<b>NAME:</b> <i>(name of authorized signing officer)</i>	_____
<b>TITLE:</b> <i>(title of signing officer)</i>	_____

## Appendix F - Cost Breakdown

Task	Price
Section 1 – Sanitary Sewers & Pump Station Capacity (4 pump stations)	\$
Section 2 – Sewage Treatment Plant Capacity	\$
Section 3 – Storm Sewer & Storm Pump Station Capacity (2 pump stations)	\$
Section 4 –	\$
Section 5 –	\$
<div style="text-align: right; padding-right: 20px;">           PROVISIONAL             (A) Total Price            (excluding HST)         </div>	\$