



DRUMHELLER
DINOSAUR CAPITAL OF THE WORLD



Resiliency and Flood Mitigation Program

REQUEST FOR PROPOSALS

PROPOSAL: Procurement for Geotechnical Engineering Coordinator
Reconstruction

DATE: July 27, 2020

FROM: Doug Drever, Resiliency and Flood Mitigation Officer
TOWN OF DRUMHELLER REPRESENTATIVE

DATE PROPOSAL REQUIRED:

YEAR: 2020 MONTH: August DAY: 10 TIME: 12:00 Local Time

- **SUBMIT PROPOSAL IN A CLEARLY-MARKED & SEALED ENVELOPE –**

“PROPOSAL FOR:

Drumheller Resiliency and Flood Mitigation Program Engineering, procurement services for Geotechnical Engineering Services.

Attention: Doug Drever P.Eng, Operations Chief
Resiliency and Flood Mitigation Office

Deliver To: TOWN OF DRUMHELLER,
224 Centre Street
Drumheller, Alberta T0J 0Y4

1. Project Overview

The Town of Drumheller, recognized as the “Dinosaur Capital of the World”, is rich in geological and paleontological history. The breathtaking landscapes surrounding Drumheller are unique in Canada and draw hundreds of thousands of visitors every year.

The Town of Drumheller has chosen to make significant investment to Mitigate Flooding and adapt to a changing Climate. In June of 2018 the Town began the process of applying to the Federal and Provincial Governments for financial assistance to implement a long term strategy. Funding contribution agreements require, insofar as practicable, that public solicitation be made for contracts carried out under this funding arrangement.

The Council Vision is:

Through a proactive flood-mitigation strategy, we are committed to changing the channel on flood readiness with a sustainable plan to protect Drumheller from future flooding.

Together, we will shape the future of our community by protecting our people, our property, our economic growth, our environment and our cultural heritage.

The Town now is moving forward to implement this initiative through the Drumheller Resiliency and Flood Mitigation Program (DRFM Program) and has established the Office of Resiliency and Flood Mitigation (DRFM Office). A Chief Resiliency and Flood Mitigation Officer has been appointed to direct the DRFM Program. This project is funded in part by the Government of Canada.

The DRFM project is expected to consist of a series of projects to provide flood mitigation in the valley through possible construction of new dykes and upgrades to existing dykes and barrier systems. Projects will be a mix of contracts for material supply, design and tendered construction projects and/or design-build construction projects administered by the DRFM Office. The projects will be designed based on a mix of historical construction information and new information obtained on a global and site specific basis for each project. This would include hydro-technical, topographic survey and geotechnical information. The DRFM Office has started the process of compiling available historical information and it is anticipated that the

DRFM Office may undertake one or more phases of initial feasibility investigations before decisions can be made to proceed with some projects.

Once project feasibility is determined and funds are allocated, a tender process will be implemented to select a team for site specific flood mitigation projects. The DRFM Office will post RFPs for these projects. The RFPs may be based on a conventional design, tender and construction management model or design-build model, whichever is decided by DRFM Office to be more cost effective. The contracted project design lead would be responsible for compiling background information including obtaining new hydro-technical, topographic survey and geotechnical information, if required. The DRFM Office team would provide support.

The Town is seeking to qualify individuals or private firms who can undertake the position of Geotechnical Engineering Coordinator for DRFM Program team for a period of three years to the end of July 2023. In addition to requisite skills and experience in engineering and procurement, the successful proponent will have local knowledge of the Drumheller economy, infrastructure, local topographic and subsurface conditions, existing flood mitigation measures and emergency preparedness, response and recovery.

You or your organization's proposal for Geotechnical Engineering Coordinator (Services) of the Town's DRFM Program would commence August 12, 2020. These Services would be provided on a contracted basis. The individual or organization proposing to provide the Services is referred to in this request as "Consultant."

2. Scope of Services

The purpose of this Request for Proposal (RFP) is to commission a consultant to act as Geotechnical Engineering Coordinator for the Town of Drumheller Flood Mitigation Program team for the next three years. The project will involve earthen flood mitigation measures, slope stability, erosion and bank control and servicing in a river valley environment. The coordinator will be expected to have experience working with other professionals (civil, hydro-technical, geological) and contractors. This position is expected to be filled for the duration of the DRFM Program under the current project schedule. Depending on the project schedule and implementation the position may be subject to a further two year extension. A contract or purchase order will result directly from this RFP process alone.

Scope of Work

1. The Consultant will be expected to have a current level of understanding of the geotechnical setting in the Drumheller valley and will increase that knowledge by become familiar with the existing inventory of technical information gathered for the DRFM Program including geotechnical, governing flood studies, local geo-hazards, topographic surveys and construction information.

2. The consultant will continue to compile new historical information from available sources which have been identified, including: Alberta Transportation, Alberta Infrastructure, Alberta Environment and the Town of Drumheller. Any additional information from the Consultant's library or files that can be added to the inventory within the limitations on those reports or documents would be welcome, and any knowledge of private information that cannot be physically shared will be an asset.
3. The Consultant will review the available information for gaps relative to the proposed project components and will prepare a brief for the DRFM team. The Consultant will assist the DRFM Office in preparation of a governing design document for the DRFM Program which will include, but not be limited to standardization of nomenclature of valley features, standardization and setting of flood mitigation levels relative to the multiple flood studies performed in the valley over the years and documentation of a detailed flood-hazard inventory.
4. Part of the DRFM Program involves a partnership with the University of Calgary Geomatics and Engineering Departments to provide work experience for their under-graduate and graduate students over the term of the program; potentially benefiting the Town of Drumheller by implementing new technologies for monitoring geo-hazards related to flooding in the valley. The Consultant would help the DRFM Office to assign, coordinate and review these activities.
5. It is anticipated that one or more phases of preliminary site investigation will be required in some areas of the valley to determine the feasibility of new construction and to evaluate sources of borrow. The Consultant will prepare a RFQ or RFP for drilling subcontractors to undertake this work. The Consultant will prepare a budget for the geotechnical assessment and geotechnical testing associated with this program; which will be performed under this contract. The Consultant will supervise the preliminary drilling program and complete the budgeted assessment.
6. The Consultant will perform additional site visits as requested by the DRFM Office and may be asked to undertake a limited amount of preliminary testing for soil classification, compaction or strength purposes.
7. The Consultant will work with the DRFM Office team to prepare site specific RFP's for competitive posting for qualified civil engineering consultants or design build teams (Project Leads) for the design and construction of new flood mitigation works including dyke upgrades and extensions.
8. The need for additional geotechnical investigation and assessment will be left up to the individual project leads proposing on the work. The provision of additional geotechnical investigation for site specific projects will not be assigned to the Consultant. This work will be performed under the site specific contract and geotechnical consultants for the site specific work will be identified by the Project Leads in their proposals. The Consultant will not be excluded from providing that

service, but their participation on a site specific project will require the consent of the DRFM Office.

9. The Consultant may be asked to review the geotechnical work performed for site specific projects of the DRFM Program. If the Consultant is the lead geotechnical engineer for any component projects of the Program, the DRFM Office reserves the rights to select an alternate geotechnical review engineer from the list of unsuccessful proponents for this assignment.
10. The Consultant will attend and/or participate in project team meetings, teleconferences, public meetings and open houses as requested by the DRFM Office.

The anticipated project schedule is three years, starting on August 12, 2020 with completion estimated to be on or near the end of July 2023. Depending on project implementation, a two year extension may be considered, if required.

Creation of the proposed Geotechnical Coordinator position has six aims/purposes:

- a. to coordinate, compile and share the available information for the project with the DRFM Office and the various consultants and contractors working on the DRFM Program projects;
- b. to avoid duplication and unnecessary spending on geotechnical tasks and allocate geotechnical tasks to make maximum use of available student resources;
- c. to ensure compliance with all applicable municipal requirements and provincial legislation;
- d. to expedite the development of safety-oriented and naturalized flood mitigation measures that presents an aesthetically pleasing amenity to the community and reduce the reliance on heavily engineered designs;
- e. to provide opportunities to integrate flood management systems into neighborhood open space systems; and
- f. to help implement a flood management system that has due regard for the Ecosystem and watershed as dynamic and living systems and is integrated with the urbanized community while managing conveyance, erosion, flooding and quality of the storm water flows in the Red Deer River and its tributaries.

Current known deliverables after award:

The scope of services includes the following:

- Summary document on the geotechnical resources in the project areas.
- RFP and budget for Phase 1 Drilling Program for feasibility assessments for possible new dykes in Nacmine, West Rosedale, Lehigh and East Coulee.
- Preliminary geotechnical report for new dye sites.

Additional deliverables will be assigned throughout the term of The DRFM Program. Major work will be approved and performed on a budgetary estimate basis.

3. Ineligibility to Propose

Individuals or Private Firms that have a conflict of interest with the Town of Drumheller are ineligible to Propose for this position.

4. Proposal Mandatory Requirements

Proposals must comply with the following requirements in order to be considered by the Town. It will be at the team's sole discretion to determine if a proposal shall be disqualified due to insufficient or incomplete information.

1. The organization of the proponents team including:
 - a. Proposed Geotechnical Engineering Coordinator (Sr. Engineer);
 - b. Two Proposed Supervising Geotechnical Field Engineers (a primary engineer and an back-up);
 - c. Geotechnical Engineering Support Team with specific listed specialties;
 - d. Sr. Review Engineer; and
 - e. Primary office location with geotechnical laboratory.
2. The successful firm must be willing to commit the named personnel to the project for the entire term of the contract. In the event of any team changes due to personnel losses within the firm, the DRFM office will be provided with suitable replacement candidates for approval. If the firm is not able to provide a suitable replacement candidate it could result in cancelation of the contract and posting of a new RFP for the position.
3. Relevant project experience with focus on past experience in the region.
4. The proposals must include standard rate sheets applicable to the work as per Section 10.0.

5. Rejection of Proposals

The Town shall not be obligated to accept Proposals that are unsigned, incomplete, conditional, illegible, or contain irregularities of any kind, or if the Proponent fails to meet all the requirements stated in this Request. The Town also reserves the right to disqualify any Proponents submission whose credentials or performance have been unsatisfactory in the past.

6. Town's Discretion

The Town reserves the right to accept any Proposal, and not necessarily the lowest fee Proposal.

7. RFP Clarifications/Addenda

Proponents shall carefully examine the Request for Proposal Documents and report any errors, omissions, discrepancies or clauses requiring clarification. When deemed necessary, the Town shall respond to questions and clarifications by way of Addenda to report any changes to the Request for Proposal Documents. Any addenda issued prior to the closing date will form part of the Request for Proposal Documents.

8. Question or Inquiries

Questions may be submitted via email and directed to:

**Doug Drever, Operations Chief,
Drumheller Resiliency and Flood Mitigation Office**
doug.drever@drmprogram.com
Phone 306-221-7122

9. Proposal Review

The proposals will be reviewed by the Chief Resilience and Flood Mitigation (CRFM) Officer on a confidential basis. The review may include a selection committee from the DRFM Office chosen by the CRFM Officer. Selection may be made based on the submitted proposal or the CRFM Officer may choose to interview some of the proponents prior to selection. If deemed necessary, interviews will be scheduled on Tuesday August 11, 2020. Please keep that day tentatively open for an interview with the CRFM Officer should your proposal be selected for continued consideration.

The appointment of the Consultant will be made by the CRFM Officer on August 11, 2020, unless an extension is required.

10. Fee Proposal

The proposals must include standard rate sheets applicable to the work, unit rates for soils testing, disbursement markups and travel calculations as well as payment terms to establish a basis for any changes. Hourly rates should be provided in accordance with CEA Job Level Classifications for engineers and technicians (i.e. E1 to E6 and T1 to T7). Team personnel should be identified as per their current classification level. The rate schedule should have a proposed annual escalator for hourly rates from August 2020 to July 2023. It is expected that soil testing rates and mark ups on disbursements will be fixed for the duration of the contract.

Work will be performed by task and will be invoiced based on the rates provided in the proponent's proposal. Major tasks will be subject to pre-authorization of budgets by the DRFM Office.

The total value of the first year of the contract is currently estimated to be \$75,000 (not including GST).

11. RFP Cancellation

The Town reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities and informalities at their own discretion. No payment will be made by the Town for costs incurred in the preparation or submission of this document.

12. Insurance

The successful Proponent shall put in place and maintain during the duration of the Consultant's services, the following insurance coverage:

- General Liability Insurance in an amount not less than Two Million Dollars (\$2,000,000) per occurrence for personal injury and/or property damage. Automobile Liability Coverage in an amount not less than Two Million Dollars (\$2,000,000) per accident for bodily injury and/or property damage.
- Errors and Omissions Insurance covering the services provided by the Consultant with policy limits not less than Two Million Dollars (\$2,000,000) per claim.

The successful Proponent shall provide confirmation from the Consultant's insurer that these policies are in effect.

13. Conflict of Interest

The Proponent shall have no pecuniary interest in the business of any third party that would cause, or seem to cause, a conflict of interest in carrying out any Consulting services for the Town. Should such an interest be acquired during the Proposal process,

the Consultant shall immediately declare it to the Town. The Town will, immediately upon notification, take action as it deems appropriate. This may include rejection of the submitted Proposal.

14. Proposal Confidentiality

All documents submitted to the Town will be subject to the protection and disclosure of the Alberta *Freedom of Information and Protection of Privacy Act* (FOIP ACT).

15. Proposal Format Requirements

Proposals shall not exceed 15 pages, 8 1/2 X 11 in 11-point font excluding resumes.

16. Qualifications and Experience

Proponents are to explain why they are the best choice to provide the services as described in the Request for Proposal. Key strengths should be clearly identified. Provide summary and related references for at least three projects, for which the Proponent's team has provided services. These reference projects must have a required scope of services similar in nature to this project. The summary for each reference should include:

- Name, location, and brief description of the project
- Name of client (owner) and contact information of client representative
- Original project budget and total fees;

17. Key Staff and Qualifications

A resume shall be provided for each staff member that includes, but is not limited to, qualifications, education, experience, capability and current workloads. The location of the offices of the key team members shall be identified. These resumes will not be considered part of the 15 page limit.

18. Project Understanding

Proponents are to provide a clear understanding of the objectives and critical issues that could affect the outcome of the project. The proponent should include a clear explanation of their proposed approach. The Proponent shall also include any innovative comments and ideas pertaining to the project that may not have been addressed in the Request for Proposal.

19. Additional Content

Proponents may at their discretion include additional information which they consider relevant to ensure a full and proper evaluation, provided that the specified maximum 15 page limit is not exceeded.

20. Evaluation Criteria and Weighting

Proposals meeting the mandatory requirements will be evaluated.

Your submission should address the following:

- Relevant Capabilities and Experience that would demonstrate the ability of you or your organization to effectively provide the services required,
- Individuals who would be involved in the delivery of services to the DRFM Program, their intended role and their experience and qualifications,
- Length of Term of Contract – August 12 , 2020 to July 31, 2023 with provisions for renewal, as may be required. The basis for determining Fees and Charges to the DRFM Program for providing the Services.
- You are asked to identify:
 - The proposed fixed fees and variable charges based on time or other units that you would propose through the term of the contract,
 - If not prescribed specifically, how future increases in fixed fees and variable charges would be determined,

21. Evaluation of Proposals

Each proposal received will be evaluated on the basis listed below. The Town of Drumheller will have the sole and unfettered discretion to award up to the maximum number of points for each criterion listed below.

CRITERIA	WEIGHTING
Knowledge of Drumheller Flood Mitigation Program and local knowledge of issues, constraints, and Community adaptations	30
Availability and Flexibility to perform the services	20
Experience & Qualifications of Firm and Team members	30
Financial Proposal (Rates and Fees)	20

The proponent's responses to these technical requirements will be evaluated using a rating scale of 0 to 5. The rating will then be multiplied by the weighting as specified in the chart above. Each weighted score will be added to arrive at a total score. This scoring will assist the committee in evaluating the proposal but will not be the sole method of

evaluation or selection. The fees /salary evaluation will be calculated by taking the lowest Proposal Price divided by each Proponents Proposal Price. The calculated point for each proposal will then be multiplied by the weight indicated in the Evaluation Criteria and Weighting table.

RATING	EXPLANATION
5 -Excellent	Exceeds Requirement/Adds Value
4 - Above Average	Exceeds Minimum Requirements
3 - Average	Meets Minimum Requirements
2 - Below Average	Falls Short of Expectations. Lacking Innovation
1 - Poor	Falls to Meet Minimum Requirements
0 - Non Responsive	Did Not Attempt to Address Requirement

22. Proposal Feedback

All unsuccessful Proponents will be notified within two (2) business days after contract award.

23. Communication

Proponents or bidders are required to ensure that no communication is made by the proponent/bidder or its representatives, including a third party representative employed or retained by it, to promote or oppose any bid/proposal, make any public announcement, or communicate with any news media in any way unless such communication has first been approved by the Town.

24. Key Assumptions:

- Basis of Design documents to include reports signed by Stantec and provided by the DRM Team in time.
- AutoCAD/AutoDesk compatible products will be used;
- Documents are provided as Google Docs, MS Word compatible or PDF files

25. Signing Officers

- Chief Resilience and Flood Mitigation Officer

PROPOSAL SUBMISSION FORM

PROPOSALS THAT ARE UNSIGNED, INCOMPLETE, CONDITIONAL, ILLEGIBLE, OBSCURE, CONTAIN ARITHMETICAL ERRORS, ERASURES, ALTERATIONS OR IRREGULARITIES OF ANY KIND, MAY BE CONSIDERED INVALID.

THE LOWEST, OR ANY EVALUATED PROPOSAL, MAY NOT NECESSARILY BE ACCEPTED. THE TOWN OF DRUMHELLER RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, OR TO ACCEPT THE PROPOSAL EVALUATED TO BE IN THE BEST INTEREST OF THE TOWN OF DRUMHELLER

THE UNDERSIGNED CONSULTANT HEREBY PROVIDES THE ATTACHED PROPOSAL TO PERFORM THE PROJECT/WORK AS DESCRIBED SUBJECT TO ACCEPTANCE AND SUCCESSFUL NEGOTIATION OF A CONTRACT SUITABLE TO THE TOWN OF DRUMHELLER

CONSULTANT: _____

PRINT NAME OF AUTHORIZED REPRESENTATIVE:

SIGNATURE: _____

DATE: _____

EMAIL: _____

TELEPHONE: _____