



REQUEST FOR PROPOSAL

2018-03

Rural Municipality of Sherwood No. 159
Wascana Creek Erosion along Range Road 2214
Engineering Services Proposal

1. Introduction

The RM of Sherwood encompasses the City of Regina and includes a variety of industries from farming and manufacturing to tourism. The RM is located in the heart of the prairie farming industry, whereby the majority of the land base in the RM is agricultural land. Heavy clay soils characterize the area as one of the richest farming pockets in the province.

2. Scope of Project

The Rural Municipality of Sherwood No. 159 (RM) requires engineering services (the consultant) to review the erosion along Wascana Creek valley wall and the side slope of Range Road 2214. The project is located at 50° 31' 21.6" N, 104° 51' 15.5" W, see attached map for more details.

Due to extreme erosion contributed by agricultural runoff and the lack of existing erosion control the side slope of Range Road 2214 and surrounding area is failing. Engineering services are required to provide long term solutions and options to address the erosion and stability of the road and embankment to address future road stability and public safety concerns. The consultant will be required to provide a Class B cost estimate for each proposed engineering solution.

Issues that may complicate this project:

- Proximity of Wascana Creek
- Environmental concerns



- Public safety
- Height of creek embankment
- Ongoing erosion of area
- Stakeholder Communication

3. Timelines

You are invited to provide an engineering services proposal by email to mike@rmofsherwood.ca before **2PM (Saskatchewan time) Monday, June 25, 2018.**

Consultants are encouraged to visit the site for a full understanding of the project.

The RM intends to temporarily secure this location prior to winter freeze 2018 (pending Council approval and 2018 budget approval).

The consultant is to provide a project schedule and a work plan identifying key actions, milestones and/or deadlines. If completion before winter freeze 2018 is not obtainable, please provide an achievable design timeline and construction project schedule.

4. Submission Requirements

The RM will review each proposal received and award based on the evaluation process outlined in the RFP. This project will be subject to Council's approval.

Interviews and reference checks may be conducted.

5. Environmental Responsibilities

The consultant is responsible to:

- Confirm and obtain all required permits and approvals from the Ministry of Environment and the Water Security Agency.
- Address any environmental concerns during design and construction phases of the project especially considering the need for sediment control measures.
- Communicate with the required environmental agency to ensure all engineering and construction conforms to all regulations and requirements.



6. Proposal Format Requirements

6.1 Overview

Proponents should provide a straightforward, complete and concise description of the individual's capabilities to satisfy the requirements of the RFP.

6.2 Response Requirements

The proposal shall include the following at a minimum (see Section 7.1 on rating of proposals):

- a. Overview of staff describing their abilities, knowledge, experience, education, training/certifications applicable to this type of work.
- b. Example summary of similar work performed or references from similar clients.
- c. Identify, if any, subcontractors/consultants are to be used and in what capacity.
- d. Provide a proposal rate and expected completion timeline for the services required. This fee should include disbursements, travel costs and any other miscellaneous costs that may be expected.

7. Selection Process

7.1 Evaluation Criteria

The proposals submitted will be evaluated according to the following factors:

- a. Specialized experience, technical competence and time commitment of staff assigned and support staff = **40%**
 - a. Expected time commitment for project completion with a detailed schedule
 - b. Ability to provide sound, cost effective engineered solutions
 - c. Understanding of the regulatory requirements
- b. Understanding of the RM and this project = **30%**



- d.* Understanding of the RM's objective
 - e.* Respondents proposed methodology and approach
 - f.* General organization and clarity of the proposal
- c.** Project Cost and Risk Management = **30%**
- g.* Total project cost to complete all milestones based on the respondents understanding of the project
 - h.* Identified approach to potential risk

7.2 Evaluation

- a.* The RM will evaluate proposals and will select the proposal that meets the best interest of the RM.
- b.* The RM shall be the sole judge of its own best interests, the proposal, and the resulting contract.
- c.* The RM's decision is final.
- d.* Proposal evaluation results are the property of the RM.

7.3 Selection

The RM will be selecting the successful proponent based upon the following evaluation process:

- a.* The selection committee will evaluate the proposals based on the rating criteria referenced in section 7.1.
- b.* The final selection will be based on the RM's determination of the best scoring and the most advantageous proposal.
- c.* If two or more proponents secure the same rating, the RM will request an interview with the two or more proponents. The interview will be based on the same selection criteria, and additional information gathered. Format details of the interviews will be provided at the time of scheduling. The ratings of the proposal and interview are then compiled to make a decision on the proponent selection.



8. Confidentiality

- a. The RM acknowledges that each response may contain information in the nature of trade secrets or commercial, financial, labour relations or technical information about the proponent and agrees that responses to this RFP are provided in confidence and protected from disclosure to the extent permitted under law. All proposals will be kept confidential during the evaluation process.
- b. Proponents acknowledge that the RM is, however, bound by *The Local Authority Freedom of Information and Protection of Privacy Act* (Saskatchewan) and all documents submitted to the RM will be subject to provisions of that legislation and its respective regulations. Proponents are advised that applicable laws may afford rights of production or inspection at the application of third parties and that the contract entered into by the successful proponent will by law be available for inspection by members of the public.

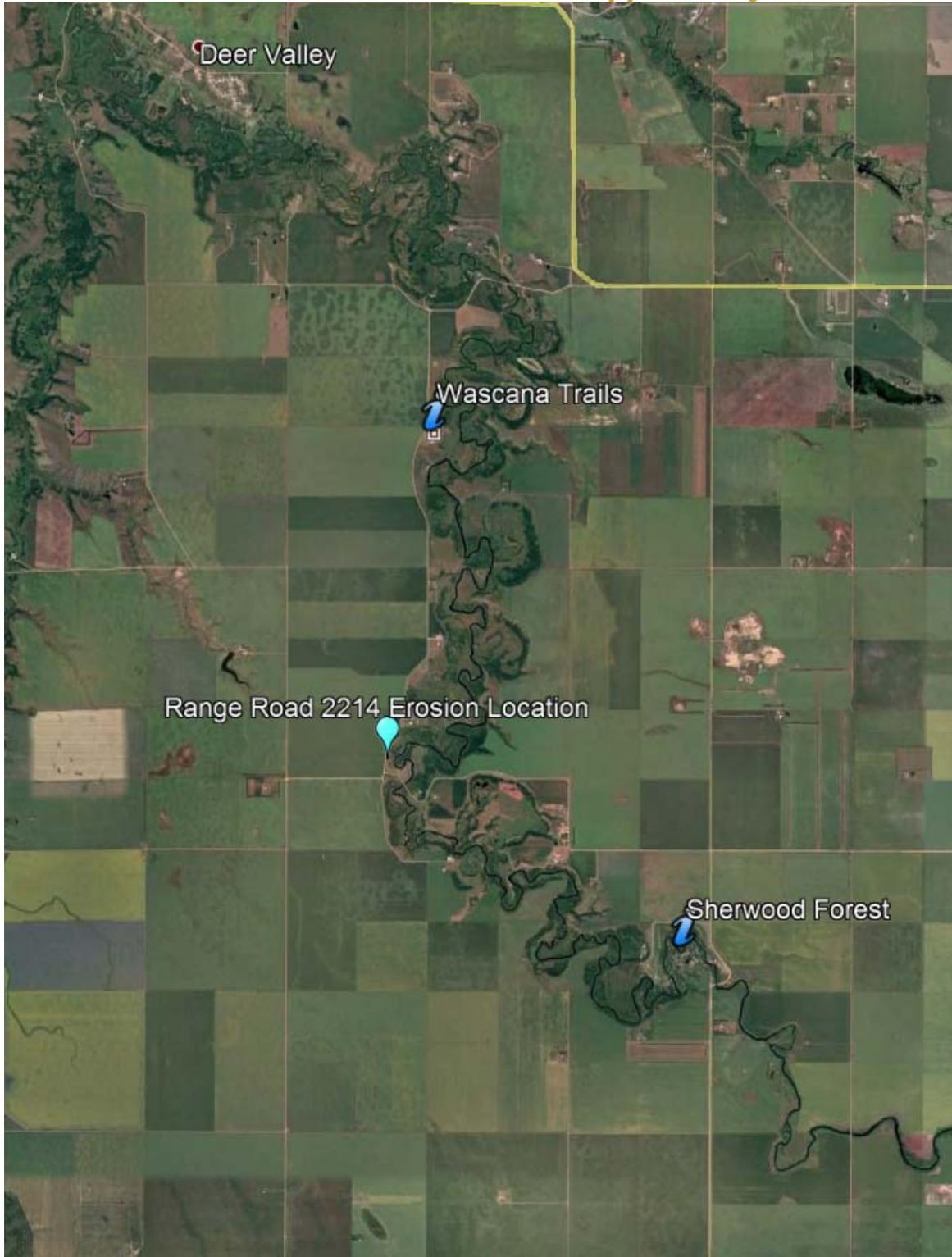
9. Terms and Conditions

- a. The RM may negotiate fees, scope of service and any all provisions of the form of contract with any proponent in its sole discretion, during or after the evaluation process.
- b. The highest ranked or any proposal shall not necessarily be accepted. The RM may, at any time and without liability, withdraw from negotiates with any or all proponents.
- c. Proposals will not be considered if received after the closing date and time.
- d. The RM will not be liable in any way for any costs incurred by proponents in replying to this RFP.

10. Contact Information

For information regarding this RFP, contact the following:

Mike Mamona
Director of Operations
R.M. of Sherwood No. 159
4400 Campbell Street
Regina, SK S4W 0L3
Phone: 306-525-5237
mike@rmofsherwood.ca



Side road and culvert – May 31, 2018



2015 Aerial view

