



Rural Municipality of Sherwood No. 159
Feasibility Study 19-05

RM to own and operate a wastewater/sewage hauling operation

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) is requesting proposals from qualified, experienced consultants to conduct a feasibility analysis and develop recommendations for consideration to achieve a municipally owned and operated septic/wastewater pump out and hauling services for clients within the Sherwood Industrial Park located within the RM, with the option to expand these services to rural residential properties within the RM.

The study and report shall address the elements identified in the Scope of Work section herein. The Study shall include the following areas: organization, management (including billing for services), fiscal analysis, including a proposed rate structure to fully fund initial capital investments (equipment) and operations, and an analysis of the current regulatory environment pertaining to the hauling and dumping of wastewater. The consultant should be prepared to provide recommendations for mid to long term planning purposes. Interested parties are invited to submit proposals for completing the desired work.

Goal: The RM of Sherwood No. 159 will use the information gathered through this analysis to decide as to whether or not to invest into owning and operating a wastewater hauling operation and integrate this service into the daily operations as a revenue generator for the RM.

Council Resolution - 269/2019 COST FEASIBILITY STUDY

COUNCILLOR HUSUM: THAT Administration conduct a cost feasibility study to include the following: RM owned and operated wastewater hauling operation as a revenue generator and regional partnership opportunities with Balgonie for use of their receiving station.

CARRIED UNANIMOUSLY



2.1 Background

The RM currently owns and operates a water treatment plan that services ratepayers within the Sherwood Industrial Park including the Parker Subdivision. There is reason to believe that a wastewater treatment plant should be developed in the future however the RM believes there is an immediate need for a sewage/wastewater hauling service.

The RFP requests that the consultant consider the following;

- Liaise with neighbouring communities about the sharing or partnering of treatment or receiving facilities.
- Transport wastewater/sewage to receiving stations outside of the RM including but not limited to;
- City of Regina
- Bethune
- Grand Coulee
- Balgonie – possible partnership for the use of their facility
- Other receiving facilities within a reasonable distance

To develop these options, the RFP requests that the consultant undertake, but not be limited to the following tasks;

- Determine/forecast current and future wastewater needs of ratepayers within the Sherwood Industrial Park
- Develop a business plan for ownership and operation of a wastewater hauling operation
 - Competition and possible impact to existing hauling services
 - Other services that may be provided to ratepayers using the same equipment and manpower

Supporting Information; RM Stats as of August 2019.

As of August 2019, the RM has 98 customers connected to the RM potable water system.

There are approximately 167 occupied lots, out of a potential of 241 available for occupancy in the Sherwood Industrial Park including the new DBR subdivision and the new Parker Industrial Subdivision. In which 98 are connected to the water main.

3. Timeline for RFP Response

Proposals marked Feasibility Study RFP 19-05 will be received until **2:00PM (Saskatchewan time) Tuesday, October 22, 2019** at the office of the Rural Municipality of Sherwood # 159 - 4400 Campbell Street, Regina, SK. S4W 0L3. Proposals will be accepted by email, fax (306-352-1760) or hand delivered, up to the closing time of **2:00PM (Saskatchewan time) Tuesday October 22, 2019.**



Email proposals to:
barry@rmofsherwood.ca
Barry Wiebe
Manager of Public Works
RM of Sherwood #159

Proposals must include the proponent's legal status and business address. The proposal shall provide a timeline and a time and material to an upset price or a fixed price. The prices shall exclude the Goods and Services Tax, which shall be an extra where applicable in the total bid price.

The Proposal shall be open to acceptance and irrevocable for sixty (60) calendar days.

3.1 Submission Review

The RM of Sherwood retains the right to negotiate with suppliers and consultants on any procurement.

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

Interviews and reference checks may be conducted.

4. Environmental Responsibilities

The consultant will include all environmental responsibilities associated with the hauling of septic waste, including;

- Noting all required permits and approvals from the Ministry of Environment and the Water Security Agency, when required.
- Advise of any environmental concerns.

5. Proposal Requirements

5.1 Overview

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

The applicant is to provide a work plan identifying key actions, milestones and for the study.

5.2 Response Requirements

The proposal shall include the following at a minimum (see Section 6.1 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 timeline for the services required (i.e. availability per week, etc.). This fee should include disbursements, travel costs and any other miscellaneous costs that may be expected.

6. Selection Process

6.1 Evaluation Criteria

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

- a. Specialized experience, education /technical competence and time commitment = **40%**
 - a. Expected time commitment for completing the study and providing a recommendation to the RM with a detailed schedule
 - b. Ability to provide sound, cost effective recommendations
 - c. Understanding of the regulatory requirements
- b. Understanding of the RM and this RFP = **30%**
 - d. Understanding of the RM's objective
 - e. Other similar work performed and references
 - f. Respondents proposed methodology and approach
 - g. General organization and clarity of the proposal
- c. Project Cost and Risk Management = **30%**
 - h. Estimated total project cost to complete the study
 - i. Identified approach to potential risk(s)
 - j. Risk management for the business model

6.2 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.
- e. The Highest ranked or any proposal shall not necessarily be accepted. The RM may, at any time and without liability, withdraw from negotiations with any or all proponents.

6.3 Selection

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



- 6.3.1 Proposals will be evaluated based on the rating criteria referenced in section 6.1.
- 6.3.2 The final selection will be based on the RM's determination of the best scoring and the most advantageous proposal.
- 6.3.3 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 decide on the proponent selection.

7. Qualifications

Each bidder shall be prepared to submit the following information, on request of the RM:

- 1. Proof that he/she is incorporated or authorized to do business in Saskatchewan.
- 2. Proof that he/she is financially capable of carrying out the terms of a Contract.
- 3. Proof that he/she has successfully carried out Work, similar in nature, scope and value, or is fully capable of performing the Work required to be done in accordance with the terms of this Contract.
- 4. Proof that Workers Compensation covers all persons who will be undertaking the Work or any portion thereof.
- 5. Proof of Insurance for no less than the amount of \$2,000,000.00.
- 6. Such other pertinent data as may be required by the Contract Administrator. Bidders shall provide, on request of the Contract Administrator, full access to any of the Bidder's facilities to evaluate the Bidder's ability to perform the Work.

8. Confidentiality

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.

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 negotiations 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. Award of RFP

The R.M. may, at any time and without liability, withdraw from negotiations with any or all proponents and reserves the right to reject any or all submissions. The lowest price or the highest evaluated will not necessarily be accepted.

The RM will contact the successful proponent to discuss the next steps of possibly entering into a contract. The proposed contract will then be presented to Council for approval with a Certified Resolution of Council which shall constitute the acceptance of a bid. The successful bidder will be required to enter into an agreement with the R.M. of Sherwood.

The RM has a strictly defined budget for the work within this RFP and reserves the right to change the scope of this contract to bring the price within the available budget limits.

Should it be determined that the changes in the scope of the contract are of enough magnitude, then the RM shall cancel the RFP process, then, at its discretion, commence a new process in order to complete the project within the budget available.

Changes to the scope of this contract, either by changes in scheduling, changes in quantities of work and/or deletion of any part of the work shall not entitle the Contractor to any extra compensation.

11. Contact Information

For information regarding this RFP please contact:

Barry Weibe
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R.M. of Sherwood No. 159
Regina, SK S4W 0L3
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barry@rmofsherwood.ca