



REQUEST FOR PROPOSALS 2020

Rural Municipality of Sherwood No. 159
Preliminary Design – Central Detention Facility No. 1

Sherwood Industrial Park Master Drainage Plan

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 with the Sherwood Industrial Park (SIP) located north of the City of Regina. The RM has adopted the Sherwood Industrial Park Master Drainage Plan to manage the stormwater flows from SIP to Boggy Creek. The plan includes 4 potential stormwater detention facilities in the area. These facilities are intended to manage the stormwater from existing developed lands that were not required to provide stormwater management at the time of development.

2. Scope of Project

The Rural Municipality of Sherwood No. 159 (RM) is requesting proposals from qualified, experienced consultants to conduct a preliminary design for the Central Detention Facility 1 pond to assist with the procurement of land for the project.

The design 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), engineering, and fiscal analysis including options for the most effective and efficient design considering limiting land area, wet or dry pond, and cost of construction/ operations and maintenance. 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 preliminary design analysis to decide on the necessary lands for procurement of a drainage pond prior to final design and construction.



2.1 Background

The SIP Master Drainage Plan outlines the proposed drainage corridors and stormwater management ponds throughout the developed area of the industrial park.

The RFP requests that the consultant consider the following;

- Preliminary design should minimize the land area for the pond;
- Take into consideration the design of a wet or dry pond and the requirements for each;
- To design suitable options that minimize the cost of construction and long term operations and maintenance.
- The land area for the pond should be considered in areas that are least suitable for development or agricultural purpose.

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

- Determine the preliminary design of a pond to be located on the NE, NW or both $\frac{1}{4}$'s of section 18-18-19-2 (dependent on landowner negotiations).
 - The location of the pond to be in the existing low-lying areas to accept drainage from the developed lands to the south.

Supporting Information;

The SIP Master Drainage Plan provides the basis for the anticipated volumes and acceptable flow rates within the area. The adopted plan is available to be reviewed at

<https://rmofsherwood.ca/departments/planning-development/heritage-resource-protection-gravel-source-development-saskatchewan-developers/>

3. Timeline for RFP Response

Proposals marked **Preliminary Design – Central Detention Facility No. 1** will be received until **2:00PM (Saskatchewan time) Friday August 7, 2020** 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) Friday August 7, 2020**.

Email proposals to:

bradley@rmofsherwood.ca

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. Interviews and reference checks may be conducted.

4. Environmental Responsibilities

The consultant will include all environmental responsibilities associated with the construction of a public stormwater pond, 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, and milestones 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 the company is incorporated or authorized to do business in Saskatchewan.
2. Proof that the company is financially capable of carrying out the terms of a Contract.
3. Proof that the company 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:

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