



## Request for Proposal

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**Construction Consultant  
for:  
French Creek Pollution Control Centre Stage 4  
Expansion Project and Odour Control Upgrades**

**Issue Date:**

September 17, 2018

**Closing Time:**

Proposals must be received before 4:00 PM PST on October 4, 2018

**Closing Location:**

Regional District of Nanaimo  
Regional Community Utilities  
Second Floor  
6300 Hammond Bay Road  
Nanaimo, B.C. V9T 6N2

## 1 Invitation

The RDN is seeking Responses to this Request for Proposals (RFP) from experienced construction firms to provide constructability reviews to the design of the French Creek Pollution Control Centre Stage 4 Expansion Project and Odour Control Upgrade. The purpose of the RFP is to allow qualified construction firms to demonstrate their ability to provide the required services.

All information obtained from the selected Construction Consultant throughout the course of the constructability review will become public knowledge and be available in the tender documents. As a result, this will not preclude the Construction Consultant from bidding on the project.

## 2 Introduction

An overall public awareness of the French Creek Pollution Control Centre (FCPCC) has risen over odour control of the existing plant. In addition, the existing waste water plant has reached it's peak capacity and is in need of treatment expansion in an effort to meet current regulations. Therefore, the required upgrades to the French Creek Pollution Control Centre (FCPCC) are two-fold;

- Increase wastewater treatment capacity and;
- provide sufficient odour control for the existing plant and the new works.

The Stage 4 Expansion will be designed to provide adequate treatment capacity for the service population to the year 2035 and it is anticipated that the expansion will be fully commissioned by year 2021. In addition, the existing plant is also in need of many upgrades to improve efficiency and replacement of failing infrastructure.

The Regional District of Nanaimo (RDN) has allocated \$32 million for the design and construction of this project. The budget range for Construction Consulting services is \$ 20,000.

## 3 Delivery of Proposals

Proposals must be submitted by hard copy or electronic copy prepared in PDF format, delivered to the Closing Location and RDN Representative. Proposal submissions will be brief and contain Technical and Financial Submissions.

The Proposals shall be delivered before the Closing Time to the Closing Location address as per Section 4 - Enquiries and Section 14 - Closing Time for Submissions.

The RDN reserves the right to extend the Closing Date at its sole discretion.

## 4 Enquiries

All enquiries or clarifications related to this RFP including any requests for information shall be directed in writing by email to:

Mike Squire, ASCT  
Project Engineer, Engineering Services  
6300 Hammond Bay Road  
Nanaimo, B.C. V9T 6N2  
Phone: 250-390-6507  
E-Mail: [msquire@rdn.bc.ca](mailto:msquire@rdn.bc.ca)

Enquiries shall be made no less than five (5) working days prior to Closing Time.

## 5 Administrative Requirements

Throughout this RFP, the following definitions apply:

**“Closing Location”** includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable.

**“Closing Time”** means the closing time and date for this RFP as set out in Section 14, Closing Time for Submissions of this RFP.

**“Construction Consultant”** means an experienced trade contractor person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP

**“Contract”** means the written agreement resulting from the RFP executed by the RDN and the successful Proponent.

**“must”, “shall” or “mandatory”** means a requirement that must be met in order for a proposal to receive consideration.

**“Project”** means the preliminary design and other services for the French Creek Pollution Control Centre Stage 4 Expansion and Odour Control Upgrades specified in this RFP.

**“Proponent”** means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP.

**“Proposal”** means a written response to the RFP that is submitted by a Proponent;

**“RDN”** means Regional District of Nanaimo.

**“RDN Representative”** means the individual named as the contact person for the RDN in the RFP.

**“Request for Proposals”** or “RFP” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the RDN by Addenda.

**“should”, “may” or “weighted”** indicates a significant degree of importance to the objectives of the Request for Proposals.

## 6 Background

The FCPC is a secondary wastewater treatment plant using trickling filter / solids contact process, it is owned and operated by the Regional District of Nanaimo (RDN). The plant was originally constructed in 1978, is reaching its current capacity and must be expanded to accommodate growth in the service area.

The RDN commissioned a Preliminary Design of the Stage 4 Expansion in 2017 with AECOM in order to establish the scope and design basis and advance the design to the 30% completion level. The Preliminary Design of the Stage 4 Expansion Project was completed in August 2018 and AECOM has been selected as the Project Engineer for the remainder of the Project including commissioning.

In 2011 the secondary treatment process selection was performed and a conventional activated sludge process was recommended. The Preliminary design includes expansion of the secondary treatment process using a conventional activated sludge process for BOD and TSS removal. The process includes installation of suspended growth aeration tanks (bioreactors) and secondary clarifiers in a combined treatment units (CTU) configuration. The conventional activated sludge process does not include primary treatment as it was determined the additional capital cost for primary treatment outweighs the additional operational cost needed for aeration of suspended BOD in the bioreactors. Other than some minor modifications and tie-ins, Stage 4 Expansion does not include upgrades to the solids handling portion of the FCPC.

The Stage 4 expansion also includes:

- a 750m<sup>3</sup> Equalization Tank to attenuate peak diurnal flows and improve wet weather management (up to 2x ADWF)
- a combined maintenance building / storage area adjacent to secondary treatment infrastructure
- Effluent pump station replacement with a new facility for all flows
- New dewatered sludge bin loading conveyors and relocated truck scale
- Improved forklift access to digester pump room roof structure area
- New female change room
- Accredited Laboratory and expansion for designated control room, files room and offices
- Upgrades to the Morningstar Creek bridge crossing
- New site access from the Island Highway complete with vehicle gate
- New electrical service and power distribution
- Relocate existing MCCs above the hydraulic grade line where needed to mitigate flood risk
- New generator and fuel tank adjacent to new Stage 4 secondary treatment infrastructure

There are also a number of upgrades needed to the existing plant that include measures to optimize operations and maintenance with equipment replacements, address odour control issues, and provide enhancements to the administrative building spaces and maintenance facilities.

The Preliminary Design and Report are attached and listed in Appendix "A".

## **7 Purpose**

The RDN requires a Construction Consultant to provide value input and construction methodology to complement the design of the project with the anticipated outcome being a feasible product that allows for ease of operations and least disruption during construction.

The purpose of this RFP is to select a construction firm having the experience and expertise needed to review the design to date and provide constructive comments that clearly outline the best recommended option based on construction methodology and full life-cycle operating costs. The input received from the successful Construction Consultant will be documented and will become public record and will not preclude the Construction Consultant from engaging in any further contract work on this project.

## **8 Ownership of Proposals**

The Proposal submitted, as well as any other documents received from a Proponent associated with the Proposal, becomes the property of the RDN, and as such is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA). All Proponents submitting Proposals pursuant to this RFP are advised that such Proposals will be treated as public documents and the contents of the same disclosed upon written request if required to do so pursuant to the Act.

## **9 Confidentiality Agreement**

The RFP documents, or any portion thereof and any other confidential information to which a Proponent may have access as a result of this RFP process, may not be used by a Proponent for any purpose other than submission of Proposals.

By submitting a Proposal, every Proponent agrees not to divulge, release or otherwise use any information that has been given to it or acquired by it from the RDN on a confidential basis as a result of or during the course of the RFP process.

## **10 Scope of Services / Deliverables**

The Construction Consultant will be responsible for participating and providing constructability review comments at the following stages:

- Value Engineering Workshop facilitated by the RDN. The Value Engineering exercise will be a review of the Final Preliminary Design (30 % Design) and is expected to be a minimum two day workshop.
- Design drawings and reports at the 60% and 90% completion milestones.
- Review and recommend proposed construction site access, temporary power connections, temporary water connections, staging and hoarding area plans.

## **11 Project Schedule**

The anticipated general schedule for the Project is as follows:

1. Value Engineering – November 2018 to December 2018
2. Detailed Design 60 % Review – February 2019
3. Detailed Design 90% Review – July 2019
4. Contract Preparation / Contractor Pre-Selection – October to November 2019
5. Tendering / Award – December 2019 to January 2020

6. Construction – March 2020 to September 2021
7. Commissioning – September to December 2021
8. Project Completion – December 2021

It should be noted that the services of the Construction Consultant will no longer be required once the Tendering Stage is started.

## 12 Proposal Requirements

The Proposal must include the following as a minimum:

1. **Technical:** A brief description of the format of the deliverables and methodology, including tasks to be performed and resources assigned to the project, based on and including as a minimum:
  - Provide an introductory paragraph describing the construction firm's profile, capabilities, and experience base as it relates to this RFP.
  - Include a team organization chart identifying key project team members.
  - List any special resources or techniques of the firm.
  - List of past projects related to the RFP.
2. **Fees:** A fee structure to complete the Value Engineering Workshop, 60 % Design Review and 90 % Design Review, based on including as a minimum:
  - Anticipated consulting fees to produce the Deliverables.
  - Hourly charge-out rates and person-hour requirements for all personnel involved.
  - Disbursements, meetings and all other costs to complete the work.

## 13 Proposal Evaluation

The proposals will be reviewed by a review committee and evaluated based on the information provided in the selection criteria outlined below. The RDN reserves the right to waive minor irregularities. Proponents are advised that no commitment shall exist under this RFP, until such time as a fully executed contract is in place.

### Technical Submission Evaluation

The Evaluation Team will review the Technical Submission to assess the Proponent's demonstrated experience, qualifications, understanding of the Project and ability to perform the Work. The Technical Submission will constitute 60% of the total proposal evaluation points. Selection of a proposal for each element will be based on, but not solely limited to, the following criteria and weighting:

## Technical Evaluation

Item	Evaluation Criteria	Potential Points
2	Project Understanding, Approach, Methodology and Deliverables	10
3	Experience in Similar Projects / Company Profile	20
4	Experience / Qualifications of Key Personnel	30
	<b>Total Technical:</b>	<b>60</b>

## Financial Submission Evaluation

The Evaluation Team will evaluate the Proponent's Financial Submission in accordance with the provisions of this RFP. All personnel fees and disbursements will be taken into account in the proposal evaluation. The Financial Submission will constitute 40% of the total proposal evaluation points and be allocated according to the following formula:

$$\text{Financial Submission Score} = \frac{(\text{Low Total Fee Specified Items} \times 40 \text{ points})}{(\text{Proponent Total Fee Specified Items})}$$

Where the Proponent with the Lowest Total Fee receives the full 40%, (40 Points) of the Financial Submission Proposal evaluation points.

The Proponent's total Proposal score will be determined by adding 60% of the Technical Score and 40% of the Financial Score together to arrive at a Total Proposal Score. The Proponent that receives the highest Total Proposal Score will be identified as the Preferred Proponent. If the quoted fee is considered reasonable and is within the assigned RDN budget for the project, the work will be awarded to the selected Proponent. If the fee of the selected Proponent exceeds the RDN budget, the RDN will attempt to negotiate a revised fee / scope of work. If the negotiation process is unsuccessful, then the procedure will be repeated using the next highest rated Proponent's proposal. The RDN shall not be obligated in any manner to any proponent whatsoever until a written Professional Services Agreement has been fully executed relating to an approved proposal.

## 14 Closing Time for Submissions

Please submit one (1) copy of your Proposal no later than:

**4:00 pm Thursday, October 4, 2018.**

By e-mail: [msquire@rdn.bc.ca](mailto:msquire@rdn.bc.ca)

Reference: Request for Proposals, Construction Consultant for French Creek  
Pollution Control Centre Stage 4 Expansion and Odour Control Upgrades

## Appendix A

### Summary of Available information

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The following information will be made available to Proponents. Access for downloading the available information from the RDN FTP Site will be provided at the request to the Owner Representative.

- French Creek Pollution Control Centre Stage 4 Expansion Design Drawings – Issued for Preliminary Design, July 2018, Prepared By: AECOM
- French Creek Pollution Control Centre Stage 4 Expansion Preliminary Design Report – Issued July 2018, Prepared By: AECOM

Other specific information may be made available upon enquiry.