



City of Saint John

Request for Proposal

2021-091003P

**ENGINEERING SERVICES: "LAKEWOOD HEIGHTS AREA –
INFLOW AND INFILTRATION STUDY"
SAINT JOHN, NB**

Sealed proposals, hand delivered or couriered, addressed to Monic MacVicar, CCLP, CPPB, Procurement Specialist, 1st Floor, Municipal Operations Complex, 175 Rothesay Avenue, Saint John, N.B., E2J 2B4, and marked on the envelope:

**"PROPOSAL 2021-091003P
LAKEWOOD HEIGHTS AREA – INFLOW AND INFILTRATION STUDY"**

will be received until **4:00 p.m. Local Time, Thursday, April 15, 2021**, for Engineering Services for the above noted project, as per the Request for Proposal.

Proposals will be opened in the office of the Manager of Supply Chain Management, 1st Floor, Municipal Operations Complex, 175 Rothesay Avenue, immediately following the proposal submission deadline.

The lowest cost or any proposal not necessarily accepted.

Proposals will NOT be opened publicly due to the on-going pandemic.

**Monic MacVicar, CCLP, CPPB
Procurement Specialist
Supply Chain Management**

SCOPE OF WORK for Proposal 2021-091003P

Lakewood Heights Area - Inflow and Infiltration Study

1. GENERAL:

The City has prepared this document for Consulting Engineering firms wishing to provide their services to the City of Saint John. This request for proposals is to be used as a guide, in combination with good engineering judgment and standard engineering practices and is not intended to be a complete procedural document. It reflects basic standards the consultant is to adhere to when preparing a proposal or carrying out work for the City.

All Engineers working on this project for the City must be a current member, licensee or holder of a certificate of authorization with APEGNB. All Engineering companies working on this project for the City must have a current certificate of authorization with APEGNB.

The consultant shall in all matters act as a faithful advisor to the City. The consultant shall keep the City informed on all matters related to design and all other important aspects forming part of the scope of work.

The consultant must aggressively and proactively manage the project in the best interest of the City of Saint John. The consultant will oversee and manage the entire project on behalf of Utilities & Infrastructure Services. The proposal shall clearly explain the anticipated structure of project management during each phase.

The consultant shall be aware of and follow any orders, policies, directives, standards and guidelines issued by any governmental authority, governing all or any part of the work under this RFP.

2. PROJECT DESCRIPTION:

The overall project involves the study of the sanitary system that feeds the Hickey Road Sanitary Lift Station, including but not limited to all tributary sanitary systems. See the drawings in Appendix A which shows the study limits.

The purpose of the Lakewood Heights Area - Inflow and Infiltration Study is to investigate and identify all sources of inflow and infiltration into the sanitary sewer systems in Lakewood Heights and adjacent subdivisions that drain into the Hickey Road Sanitary Lift Station. The study shall identify and prioritize all minor and major remedial measures required for the system, as well as determine and comment on the capacity of the sanitary system based on existing and future levels of development, evaluate rehabilitation options of the sewer system, including cost estimates, and make recommendations on the preferred option(s). The City of Saint John will plan improvements to the system based on the recommendations provided by the Consultant therefore the recommendations must be actionable items. Also, the Consultant shall re-calibrate the City's existing sewer model (using Bentley SewerGEMS) based on the findings from the study as well as determine the capacity gained in the sanitary system upon the completion of each remedial measure.

3. PROFESSIONAL SERVICES REQUIRED:

The Consultant will oversee and manage the entire project. The proposal of work shall clearly explain the anticipated structure of the project management and technical services provided during each phase of the project.

3.1 Project Start-Up Meeting

Following award of the project, the Consultant and City of Saint John will have a start-up meeting to outline the proposed schedule and deliverables.

3.2 Review Existing Documentation

The Consultant will undertake a review of the history and development of the area and the contributing sewer sheds. This review should include but not be limited to the following: current sewer videos, lift stations, sanitary sewers, combined sewers, overflows, diameter, length and slopes of pipe and sewer modelling (using Bentley SewerGEMS).

3.3 Field Investigation

The inflow/infiltration study and flow monitoring involve a large degree of thorough and comprehensive field investigation. These field investigations often affect each other (example smoke testing and manhole inspection), which can affect the overall project efficiency. The proposal shall clearly state the order of the field investigations and the schedule and duration for each component. It may be impossible to complete the field work as a result of weather, or there may be advantages to conducting investigations during wet or dry weather periods. Therefore, the Consultant shall identify in the proposal the schedule of work for each stage of the project. The schedule should emphasize the work to be performed in the field and the ideal field conditions to perform the investigations. The work schedule shall be agreed upon with the City Engineer.

Some sanitary sewers within the project zone have been videoed during the past few years (as outlined on the drawings in Appendix A). Any additional sewer video work required for this project shall be completed by the Consultant and shall be paid as per the unit prices provided in the proposal. The successful Consultant shall review all sewer videos, including those videos already done and any additional videos to be completed by the Consultant, as part of the review of existing documentation for this project.

3.4 Health and Safety

Sewers contain harmful gases, bacteria, micro-organisms, high humidity, odour and insufficient oxygen supply. Health and safety are extremely important and must not be compromised when performing work around sewers. When working on a project for the City of Saint John all parts of the Health and Safety Act must be followed. The Consultant must be aware of Part XVII of the Health and Safety Act giving the requirements to be met when working in areas deemed to be a confined space. Any person entering a confined space must be aware of the regulations and be trained in health and safety requirements for confined space entry. As stated in the National Guide to Sustainable Municipal Infrastructure, the Consultant shall take all necessary preventive measures when dealing with raw sewerage. The Consultant team shall demonstrate qualifications and proven experience for personnel required to work around raw sewerage (Hepatitis A and B, and Tetanus as a minimum).

3.5 Reports (After Award)

The Consultant shall provide six copies of the draft report and six copies of the final report. The final report, which includes all text, drawings, maps and sketches, shall also be made available in electronic form.

INFLOW/INFILTRATION STUDY

This study includes smoke testing, manhole inspection, video inspection (as required) and flow monitoring for the sanitary sewer sheds contributing to the Hickey Road Sanitary Lift Station. Some video inspection of this area has been previously completed and those results shall be considered and incorporated into the report produced for this study.

SMOKE TESTING

Method of Work

- Consultant shall furnish all materials, equipment, labor, traffic control, supervision, and perform all work necessary for smoke testing as required.
- If dye testing is required, it shall be performed by the consultant and is incidental to the required work.
- **The proposal shall be based on 25,865 lineal meters of sewer main smoke testing.**

Staff Qualifications

- Interested Consultants shall include with their submissions qualifications of all staff involved in the smoke testing. These qualifications should indicate that the key personnel have related experience, training and inoculations for the performance of this task. The Consultant team shall demonstrate qualifications, proven experience, and inoculations for personnel required to work around raw sewage (Hepatitis A and B, and tetanus as a minimum).

Final Reporting/Deliverables

- The findings of the smoke testing program should be documented in a tabular format and a graphical format using a CAD-based system drawing. Hard copy drawings as well as an electronic version should be provided to the City of Saint John within the final report.

MANHOLE INSPECTIONS

Method of Work

- Consultant shall furnish all materials, equipment, labour, traffic control, supervision and perform all work necessary for manhole inspection as required.
- **The proposal shall be based on 430 manhole inspections.**
- The Consultant shall use the City's existing structure identification numbering when reporting on structures.

Staff Qualifications

- Interested Consultants shall include with their submissions qualifications of all staff involved in the manhole inspections. These qualifications should indicate that the key personnel have related experience, training and inoculations for the performance of these tasks. The Consultant team shall demonstrate qualifications, proven experience and inoculations for personnel required to work around raw sewage (Hepatitis A and B, and tetanus as a minimum).

Coordination

- Project coordination meetings with City of Saint John staff and the Consultant's representatives are to be held on an as-required basis. The Consultant's representative(s) at all coordination meetings shall be an experienced individual familiar with all aspects of manhole inspections and up-to-date on all field related activities.

Scope of Work for Manhole Inspection

- The manhole inspection should be performed during wet conditions and a high groundwater table.
- A detailed assessment should be made of both the structural and the hydraulic state-of-repair of each manhole and specific deficiencies should be noted.
- Presence of sediments in manholes and traces of surcharge in manholes should be noted.
- All infiltration should be identified (at benching, risers, laterals and cover)
- Survey field work shall include opening all chamber and manhole lids, and taking all necessary invert elevations, survey shots, measurements and photos as required to collect all pertinent information such as pipe material and diameter.

Final Reporting/ Deliverables

- The results from the manhole study should be presented in both tabular format as well as graphical format. Hard copy drawings as well as an electronic version should be provided to the City of Saint John within the final report.

VIDEO INSPECTION

Sewer videos have been completed as per the drawings in Appendix A. Additional video inspections may be required to fully assess the extent and sources of inflow and infiltration. The Consultant will provide video work under the unit price for video inspection. The Consultant will be required to be available the day the video inspection is performed to ensure the video inspection is being performed correctly so the required information is being collected.

Scope of Work

- **The proposal shall be based on 17,600 lineal meters of sanitary sewer video inspection.**
- If the sewers cannot be videoed due to debris or protruding laterals, the Consultant shall provide drawings to the City's Engineer identifying the problem and the location. The City will determine at that time if the City will be able to complete the necessary sewer flushing and/or root/lateral cutting or if the flushing and/or root/lateral cutting will be completed by the Consultant under the unit price provided.

- All CCTV work shall be done in accordance with the City of Saint John General Specifications. The CCTV work shall conform to the current National Association of Sewer Service Companies (NASSCO) - Pipeline Assessment Certification Program (PACP) standards. The camera operator shall be a PACP certified operator.
- Investigate existing infrastructure by reviewing all digital and paper records available from the City.
- Review Service Cards and compare the service laterals to the information from the sewer videos.
- The Consultant shall be responsible for coordinating and paying for any outstanding video inspections.
- The Consultant is required to be available the day the video inspection is performed to ensure that the video inspection is being performed correctly and the required information is being collected.

Final Reporting/ Deliverables

- The CCTV work shall be presented in the format as outlined in the City of Saint John General Specifications.
- The results from the video inspection undertaken by the Consultant and the video inspection previously completed by the City should be presented in both tabular format as well as graphical format. Hard copy drawings as well as an electronic version and any additional videos should be provided to the City of Saint John within the final report package (i.e. complete videos)
- The pipe report must summarize the condition of the existing pipe work based on the consultant's review of the videos and should contain full size plans showing all existing infrastructure, including the known sewer service laterals and the location and nature of each deficiency noted in the report. All pipes to be clearly labeled with their size and material. The Consultant shall include a cover letter explaining the process and the results based on their thorough review of the videos. The letter should detail anything special of note (ie joints leaking groundwater into pipe) for the different video sites. This report may be combined with the manhole inspection report as long as clarity can be maintained.

FLOW MONITORING

Scope of Work

The Consultant will be required to undertake, but not be limited to, the following tasks, in order to fully achieve the City of Saint John flow monitoring objectives.

- Study and investigate project area (sewer shed),
- Review existing information (mapping, pump run times, maintenance reports, etc.)
- Determine appropriate locations for flow monitoring to occur,
- Provide flow monitoring locations to the City so the City can get the sewer lines around the proposed locations flushed prior to installation, using either City forces or the unit rate for sewer flushing provided by the Consultant,
- Provide, install and calibrate flow monitoring devices,
- Provide, install and calibrate rain gauge device,
- Maintain correct operation of flow monitoring and rain gauge devices,
- Retrieve data on a regular basis (including preliminary interpretation of data as general QA/QC),
- Remove flow monitoring and rain gauge devices,

- Analyze data,
- Report,
- Calibrate existing sanitary sewer and storm water model based on flow meter data,
- Liaise with City Staff through completion of study.

The Consultant shall indicate in their proposal the number of flow monitoring sites required and provide the rationale for selecting the sites. The proposal shall include a minimum of 12 (twelve) flow meters and 1 (one) rain gauge as a minimum. If the Consultant believes more or less flow meters are required, that should be detailed in the proposal however, to ensure a fair bid process, all Consultants shall provide for twelve (12) flow meters in their submission. If it is determined through the proposal submission process that more or less flow meters will be required based on the Consultant's plan, prior to award of the contract adjustments may be made based on the unit price provided for a reduction or addition of flow meters. The proposal shall allow for the flow meters to remain in place for four (4) weeks. Additional flow meters and additional weeks for installed flow meters included in the proposal will be paid for as per the financial proposal.

Method of Work

The Consultant shall furnish all materials, equipment, labour, traffic control, supervision, and perform all work necessary for flow monitoring of the sanitary sewer lines as required.

Portable Flow Monitoring Services

- The Consultant shall install, calibrate and remove flow monitoring units at various locations within the Hickey Road SLS sanitary sewer shed.
- The Consultant shall install, calibrate and remove a rain gauge unit within the Hickey Road SLS sanitary sewer shed.
- The Consultant shall be able to provide at all times adequate flow monitoring units capable of measuring either depth and velocity or discharge directly (use of primary devices such as weir plates or devices that result in substantial reductions in flow capacity in the system is not acceptable).
- The Consultant shall ensure that the flow monitoring units will not cause operational concerns such as, but not limited to, flow interference or obstruction, reduced hydraulic capacity, etc.
- The Consultant shall provide site servicing and maintenance on an as-required basis. Maintenance twice every week is a minimum for this project.
- At the end of the flow monitoring timeline and when an acceptable amount of data has been obtained, the Consultant shall remove all equipment from the site and confirm that it has been done to City of Saint John satisfaction.

Staff Qualifications

Interested Consultants shall include with their submissions qualifications of all staff involved in the performance of the flow meter installations and data analysis. These qualifications should indicate that the key personnel have related experience, training and inoculations for the performance of these tasks.

Coordination

Project coordination meetings with City of Saint John staff and the Consultant's representatives are to be held on an as-required basis. The Consultant's representative(s) at all coordination

meetings shall be experienced individuals familiar with all aspects of the installation and operation of the flow monitoring units and up-to-date on all field related activities.

Installation

The Consultant shall be fully responsible for installing the flow monitoring units at each location to accurately measure the flows. The Consultant team shall demonstrate qualifications, proven experience and inoculations for personnel required to work around raw sewage (Hepatitis A and B, and tetanus as a minimum).

- The Consultant shall provide all necessary equipment and appropriately trained personnel to install each flow monitoring unit. Equipment shall include, but not be limited to:
 - vehicular and safety equipment required for field operations,
 - continuous gas and oxygen detectors,
 - voice activated two-way communications equipment,
 - confined space ventilation equipment,
 - rescue breathing equipment (positive pressure),
 - signage and traffic control, and
 - mobile generator (for on-site electrical supply).
- All personnel shall be familiar with Occupational Health and Safety Requirements and have WHMIS training.
- The Consultant shall install flow meters in optimum locations to obtain accurate and representative results and retrieve data that will comply with objectives. If the Consultant concludes that a site is unsuitable (because of manhole benching, hydraulic conditions, etc.) an alternative site shall be sought by the Consultant to achieve the original objective. Depth and velocity readings are to be confirmed during the installation using alternate measurement devices (tape measure, electromagnetic flux velocity meter, etc.) to ensure equipment accuracy.
- Any equipment mounted in the manhole shall be securely fastened. The mounting apparatus shall include a release mechanism to allow for equipment removal for servicing and maintenance.

Site Conditions

The Consultant shall perform their own assessment of all matters related to the structural integrity of manholes and sewers, and the flow conditions and air quality at the flow monitoring sites and shall be responsible for worker safety during performance of duties.

Equipment Specifications

- The Consultant shall guarantee that all flow monitoring instruments are adequate to satisfactorily achieve the objectives in monitoring a specific site. Then Consultant shall guarantee that data is both representative and accurate.
- Equipment must measure and store, as a minimum, the instantaneous flow and the open conduit depth (even during surcharge conditions). The flow monitoring equipment must have the following minimum requirements:

- Velocity (if applicable) measurement range of -1.0 to 6.0 m/s (minimum), with a measurement accuracy of 2% or less and a resolution of 0.005 m/s or less,
 - Depth measurement range (with accurate velocity measurement) of 0.05 to 3.0 m (minimum), with a measurement accuracy of +/- 0.008 m or less,
 - Flow measurement resolution should be equal to or less than 0.01 L/s,
 - Meters should be capable of a measurement and storage frequency of 5 minutes or less,
 - Low profile or non-contacting flow measurement device so as to reduce the likelihood of initiating a flow obstruction or the accumulation of debris.
- A data recovery of 80% or better at each flow monitoring site must be guaranteed on the entire monitoring period. If 80% data recovery is not realized, the proponent will extend the flow monitoring program at no cost until this benchmark is met.
 - The Consultant will inspect flow meter installations twice weekly (minimum) to ensure proper meter performance (check for accumulation of solids, check battery capacity and confirm the depth and velocity readings, etc.). All safety procedures (confined space entry, etc.) that are required for meter installation will be adhered to during the inspections.

Final Reporting/Deliverables

- Supply a Standard Form for each site, including, but not limited to:
 - Calibration measurements.
 - Summary of verification work performed at each flow monitoring location. This summary shall include the results of all verification readings taken for both depth and velocity. Comparison readings with the instrument measurements shall be presented and the corresponding measurement error.
 - Location and characteristics of each site.
- As the objectives may vary based on the monitoring sites, the Consultant shall be able to provide the following information, in order to achieve the goals for each monitoring site:
 - Raw Data Analysis
 - QA/QC of the flow data including a thorough review of other data (depth, velocity, etc.)
 - Reconstruction of lost data if possible (using data from previous period when meter was working properly)
 - Analysis of the system surcharge dynamics (using depth and velocity data if available, utilization of a computer model is preferred for managing data)
 - Report
 - Instantaneous flow data (table format)
 - Daily average flow data (table format)
 - Precipitation overlays from rain gauge and nearby climate stations
 - Graphs of data (instantaneous flow and daily average flow) for the entire monitoring period with climatic overlay

Data Analysis

- Comparison of the weather and groundwater conditions to "normal" conditions
 - Comparisons of the flow data to precipitation events (rainfall and/or snowmelt) and, if applicable, groundwater levels and/or nearby surface water level fluctuations
 - Comparison of measured flows to estimates of theoretical population flows at meter locations (using NBDELG guidelines)
 - Estimates of infiltration and inflow
- Final summary report shall be prepared and presented to the City of Saint John.
 - Technical specifications on flow monitoring devices used shall be provided.
 - All data prepared during program shall be provided in both hard copy and electronic format.

STUDY REPORT

In addition to the information requested in each section above, the report shall also identify and prioritize all minor and major remedial measures required for the system, as well as determine and comment on the capacity of the sanitary system based on existing and future levels of development. The Consultant shall evaluate rehabilitation options of the sewer system in the report, including cost estimates, and make recommendations on the preferred option(s). The Consultant's recommendations shall be **actionable items** as the City of Saint John will plan improvements to the system based on the recommendations provided. The report shall also include a table which outlines the capacity gained in the sanitary system upon the completion of each remedial measure.

MODEL OF THE WASTEWATER COLLECTION SYSTEM

The current model (to be provided to the successful Proponent) was produced using Bentley SewerGEMS. The Consultant shall calibrate and update the model with the information collected in this study.

PROVEN EXPERIENCE

Interested Consultants are to provide a list of the staff experience on similar projects.

PUBLIC NOTIFICATION

The Consultant shall be responsible for distributing project information letters to all residents and businesses within the work zones advising them of the nature of the work and schedule.

4. METHOD OF PAYMENT:

Upon award of the contract, the City will execute an agreement with the successful engineering firm for the work to be performed. Payment of fees shall be in accordance with the terms of the Request For Proposal at the rates submitted and accepted in the Consultant's proposal, not to exceed the Recommended Minimum Hourly Rates (as contained in The Association of

Consulting Engineering Companies - New Brunswick fee guideline) to a maximum of the upset fee.

The Consultant shall invoice the City on a monthly basis for the work performed in accordance with the engineering services agreement. The Consultant shall provide a status report with each invoice outlining in detail the scope of the work completed during that month. Payments will not be processed unless the invoice is signed by an authorized representative of the company, accompanied by a status report in the proper timed based format (hourly rate x hours worked).

Engineering fees are not based on a percentage of the construction costs; therefore, the approved upset prices will not be changed due to the final construction costs being different from the current budget estimate. A change in the fees may be considered only if the scope of the engineering work is changed at the request of the City's Engineer.

Upset prices (including HST) will be included in the proposal of this project beyond which no additional payments will be considered unless authorized in writing by the City.

The total price stated must also include \$40,000 + HST for an engineering contingency for unforeseen work. No part of this contingency shall be expended without the written direction of the City's Engineer, and any part not so expended shall be deducted from the contingency allowance.

5. TERMINATION OF CONTRACT:

The City will reserve the right to terminate the contract with the Engineering Firm at any time during the course of the work. In such an event, payment will be made only for the work completed up to the time of termination.

The City of Saint John does not, by virtue of any proposal request, commit to an award of this bid, nor does it commit to accepting the proposal submitted, but reserves the right to award this proposal in a manner deemed to be in the best interest of the City.

6. CONTENT OF PROPOSAL:

The Consultant shall confirm a clear understanding of the work to be undertaken as described in the Scope of Work. The proposal must demonstrate that the Consultant and its team have recent and significant experience with this type of work. When noting examples of experience gained on similar projects, the proposal must also note which current staff members worked on that project and what their role was. The proposal must specifically address all requirements of the work and any matters related to its successful implementation. The proposal must indicate what role each of the Consultant's team will be carrying out for the project. The Consultant may not substitute the project team members noted in the proposal without permission of the client. When proposing a schedule, the Consultant must also indicate that their workload is such that they will have time to complete the project as promised. If the Consultant is very busy, they should either decline the work or propose a longer schedule at the time of the RFP submission.

The proposal shall include the following sections:

A. TECHNICAL PROPOSAL:

- Table of Contents
- Work Plan and Schedule
- Project Team
- Experience with similar projects

B. FINANCIAL PROPOSAL:

The Consultant shall submit the Financial Proposal in a separate sealed envelope, properly identified, which contains:

- Maximum or Upset Fee for overall scope of work
- Include a contingency allowance of \$40,000
- All costs are to be subtotaled (including contingency allowance) with the 15% HST component identified separately and added to arrive at a total cost.
- Billing Rate Summary (hourly billing rates for all key personnel).

All sub-consultants such as flow monitoring, video inspection, survey, smoke testing and others shall have their fees identified and included in the appropriate part of the proposal.

Additional Funding Submissions

In addition to the Financial Proposal above, unit prices shall be submitted for the following in the Consultant's financial breakdowns. These unit prices will be used if additional work is required (Contingency) or if work is to be removed from the contract (Credit).

- Smoke testing (\$/lineal metre)
- Manhole inspection (\$/each)
- Flow meter (\$/meter/month)
- Meter rental and monitoring of an installed flow meter (\$/week)
- Video inspection (\$/lineal metre)
- Root & service lateral cutting (\$/hr)
- Sewer flushing (\$/hr) *

**The Consultant shall be responsible for removal and proper disposal of all debris and other foreign material removed during the flushing operation. Disposal shall be at the Lancaster Wastewater Treatment Facility. The Consultant will be paid for travel time for the flusher truck between the work site and the disposal site. The Consultant shall have a water truck at their disposal and make effective use of it to convey water to the flusher truck. The City will not pay the Consultant for the time involving demobilization and remobilization required to refill the flusher truck.*

7. EVALUATION CRITERIA:

For the purposes of this proposal call, submissions will be evaluated on the following criteria:

- ◆ *QUALITY AND COMPLETENESS* - Has the proposal addressed all of the needs raised? Is the proposal presented in an organized and professional manner? (Criteria weight = 10 points)
- ◆ *CONSULTANT'S EXPERIENCE* - Has the proposal demonstrated a level of expertise with the requirements of this project? (Include references for projects of a similar nature.) (Criteria weight = 20 points)
- ◆ *EXPERIENCE OF EMPLOYEES / SUB-CONSULTANTS* - Has the proposal demonstrated a level of expertise for the employees of the company and sub-consultants listed? (Include resumes for staff and sub-contractors required) (Criteria weight= 35 points)
- ◆ *METHODOLOGY* - Does the approach to the project outlined in the proposal address, in a realistic sense, set attainable goals and is it in keeping with the City's expectations for the project? (Criteria weight= 75 points)
- ◆ *VALUE ADDED* - What additional information, technology, process or options has the Consultant included in their proposal? Is there value added to the Consultant's response for this additional information? (Criteria weight = 10 points)
- ◆ *COST* - Cost will be a factor, however not the only factor to be considered. (Criteria weight= 50 points)

Consultants are advised that proposals will be evaluated solely on the basis of information submitted in accordance with the request for proposals. The City reserves the right, if deemed necessary, to short-list the proposals and to request an additional verbal presentation from each short-listed proponent. The Consultant may supplement their presentation with a summary in written format to clarify points raised during the process.

8. INSURANCE REQUIREMENTS:

The Consulting Engineering Firm shall obtain and keep in force, during the full duration of this contract, an Errors and Omissions Liability policy with a minimum limit of two million dollars, and two million dollars **per claim**. The policy shall include a clause stating that thirty days notice of cancellation of this policy will be given to the City of Saint John, by the insurers. Provide evidence of this policy.

The Consultant must provide proof of current coverage from WorkSafeNB prior to the start of the work.

The Consultant shall provide evidence of the following insurance coverage:

General Liability with minimum limits of two million dollars per occurrence. The policy shall include:

- operations of the Consultants in connection with this project;
- products and completed operations coverage;
- contractual liability with respect to this project;
- the City of Saint John added as an additional named insured;

- a cross liability clause;
- non-owned automobile;
- thirty days notice of cancellation of this policy will be given to the City of Saint John, by the insurers;
- Standard automobile insurance for owned automobiles with at least the minimum limits allowed by law.

9. FORMALITY CLAUSE:

In order for the City of Saint John to consider any proposal submission as a legally binding offer, on behalf of the Consultant, it is necessary for the Consultant to communicate this formality to the City in the form of an offer which contains the original signature of the individual or representative of the firm who is authorized to act on behalf of the Consultant.

In order to meet this requirement, all proposal submissions to the City of Saint John must be prefaced with a covering letter which contains an original signature of the individual authorized by the Consultant to submit proposals on their behalf.

The covering letter must be on official company letterhead, be dated and be addressed to the attention of the City of Saint John representative specified in the request for proposal document. Additionally, it must make reference in the body of the letter to the request for proposal number and project title, as well as to the fact that the enclosed documents constitute a formal proposal offer and finally, the letter must contain the original signature as indicated.

Failure to include the required covering letter as a preface with your proposal will be grounds for immediate rejection on the basis that it is not formal.

10. STANDARD TERMS AND CONDITIONS:

Addenda

Periodically, the City of Saint John is required to issue notification of changes or corrections to a Proposal document by way of addenda. Normally these notifications will have direct bearing on the cost of a project and will influence bidding. Therefore, it is important that the City have assurances that Proponents have in-fact received the notification(s).

Proponents are responsible for obtaining all addenda issued by the City. Addenda may be obtained from the City's website (www.saintjohn.ca) under the City Menu, option "Tenders and Proposals".

Proponents are required to sign and include all addenda with their Proposal submission.

Failure to include a copy of all signed addenda with the Proposal submission may result in rejection of the Proposal regardless of whether or not the changes noted in the addendum are included in the Proposal submission.

Review of Proposals

The evaluation committee may invite proponents to meet with the review committee to make an oral/visual presentation in support of their proposal. The City will provide the meeting venue at

its cost. The proponent shall bear its own costs related to such meeting.

Additional Information from Proponents

The City of Saint John reserves the right during evaluation of the bids to seek further information from any proponent and to utilize that information in evaluation and award without becoming obligated to seek further information from any other proponents.

Clarification of Bids

The City of Saint John reserves the right in its sole discretion to clarify any bid after close of bidding without becoming obligated to clarify any other bid.

Negotiation

The City reserves the right in its sole discretion to negotiate the final terms and conditions of the engagement contract with the most probable candidate for award prior to award of the engagement.

Inconsistency between Paper and Electronic Form

If there is any inconsistency between the paper form of a document issued by or on behalf of the City to proponents and the digital, electronic or other computer readable form, the paper form of the document prevails.

Acceptance, Revocation and Rejection of Proposals

The proposal constitutes an offer which shall remain open and irrevocable until 90 days after the date of the proposal opening.

Reserved Rights

The City reserves the right to:

- a) Reject an unbalanced Proposal. For the purpose of this section, an unbalanced Proposal is a Proposal containing a unit price which deviates substantially from, or does not fairly represent, reasonable and proper compensation for the unit of work bid or one that contains prices which appear to be so unbalanced as to adversely affect the interests of the City. The City reserves the right to use Proposals submitted in response to other like or similar Requests for Proposals as a guideline in determining if a bid is unbalanced.
- b) Amend or modify the scope of a project, and/or cancel or suspend the Bid Solicitation at any time for any reason.
- c) Require proponents to provide additional information after the Closing Date for the Bid Solicitation to support or clarify their bids.
- d) Not accept any or all bids.
- e) Not accept a bid from a bidder who is involved in litigation, arbitration or any other similar proceeding against the City.
- f) Reject any or all bids without any obligation, compensation or reimbursement to any bidder

- or any of its team members.
- g) Withdraw a Bid Solicitation and cancel or suspend the Bid Solicitation process.
 - h) Extend, from time to time, any date, any time period or deadline provided in a Bid Solicitation (including, without limitation, the Bid Solicitation Closing Date), upon written notice to all bidders.
 - i) Assess and reject a bid on the basis of:
 - i. information provided by references;
 - ii. the bidder's past performance on previous contracts;
 - iii. information provided by a bidder pursuant to the City exercising its clarification rights under the Bid Solicitation process;
 - iv. the bidder's experience with performing the type and scope of work specified including the bidder's experience;
 - v. other relevant information that arises during a Bid Solicitation process.
 - j) Waive formalities and accept bids which substantially comply with the requirements of the Bid Solicitation.
 - k) Verify with any bidder or with a third party any information set out in a bid.
 - l) Disqualify any bidder whose bid contains misrepresentations or any other inaccurate or misleading information.
 - m) Disqualify any bidder who has engaged in conduct prohibited by the Bid Solicitation documents.
 - n) Make changes including substantial changes to the bid documents provided that those changes are issued by way of an addendum in the manner set out in the Bid Solicitation documents.
 - o) Select any bidder other than the bidder whose bid reflects the lowest cost to the City.
 - p) Cancel a Bid Solicitation process at any stage.
 - q) Cancel a Bid Solicitation process at any stage and issue a new Bid Solicitation for the same or similar deliverable.
 - r) Accept any bid in whole or in part.

And these reserved rights are in addition to any other express rights or any other rights which may be implied in the circumstances and the City shall not be liable for any expenses, costs, losses or any direct or indirect damages incurred or suffered by any bidder or any third party resulting from the City exercising any of its express or implied rights under a Bid Solicitation.

Limitation of Liability and Waiver

In every Bid Solicitation, the City shall draft the documents such that each bidder, by submitting a bid, agrees that:

- a) Neither the City nor any of its employees, agents, advisers or representatives will be liable, under any circumstances, for any claims arising out of a Bid Solicitation process including but not limited to costs of preparation of the bid, loss of profits, loss of opportunity or any other claim.
- b) The bidder waives any claim for any compensation of any kind whatsoever including claims for costs of preparation of the bid, loss of profit or loss of opportunity by reason of the City's decision to not accept the bid submitted by the bidder, to award a contract to any other bidder or to cancel the Bid Solicitation process, and the bidder shall be deemed to have agreed to waive such right or claim.

Proposal Debrief

Immediately following the City's acceptance of a Proposal submitted, Supply Chain Management shall send a written notification of award to all unsuccessful proponents disclosing the name of the successful proponent and providing a brief explanation rationalizing the City's selection:

- i. For all Requests for Proposals valued at Fifty Thousand Dollars (**\$50,000.00**) or less, the written notification of award will be the only form of debriefing offered by the City;
- ii. In the case of Requests for Proposals valued **in excess** of Fifty Thousand Dollars (**\$50,000.00**), Supply Chain Management may, in addition to the notification of award and upon written request from any proponent, provide a more detailed oral debriefing either by phone or in person, as required by the proponent. During this debriefing, Supply Chain Management may disclose information such as the total price of the successful proponent and may discuss an overview of the process as well as the strengths and weaknesses of the requesting proponent's proposal.
- iii. The written request referred to paragraph (ii) shall be submitted to the Office of the Purchasing Agent no later than fifteen (15) business days after the notification of award is issued.
- iv. The acceptance of the successful Proposal shall not be discussed during a debriefing.

11. SUBMITTALS:

When preparing the Agreement for Engineering Services, the Consultant is required to submit a "Business Corporation Act Certificate" to the Engineer.

12. INQUIRIES:

All inquiries regarding this request for proposals shall be submitted in writing via email, by **4:00 p.m. Local Time on Tuesday, April 6th, 2021**, to the attention of:

Monic MacVicar, CCLP,
CPPB Procurement Specialist
Supply Chain Management
Email: supplychainmanagement@saintjohn.ca

Responses to inquiries will be in writing and distributed by facsimile/email to all Consultants registered as having received the Terms of Reference as of the date the response is prepared. The source of the question will not be identified in the response. Verbal information shall not be binding upon the City. Inquiries after the above deadline will not receive a response.

13. ATTACHMENTS:

- Drawings:
 - *Overview Map - Inflow and Infiltration Study*
 - *Lakewood Area - Inflow and Infiltration Study*
 - *Bon Accord Area - Inflow and Infiltration Study*
 - *Silverstone Street Area - Inflow and Infiltration Study*
 - *Heather Way Area - Inflow and Infiltration Study*

NOTE – Full scale drawings are available for pick up at 175 Rothesay Ave.

14. OTHER RELEVANT DOCUMENTS:

- City of Saint John General Specifications

15. SUBMISSION OF PROPOSALS:

Consultants shall deliver six (6) copies of the Technical Proposal and supporting information and six (6) copies of the Financial Proposal no later than **4:00pm, Local Time, Thursday, April 15, 2021** clearly indicating the Consultant's name and address and marked "**Proposal: 2021-091003P, Lakewood Heights Area - Inflow and Infiltration Study**", to the attention of:

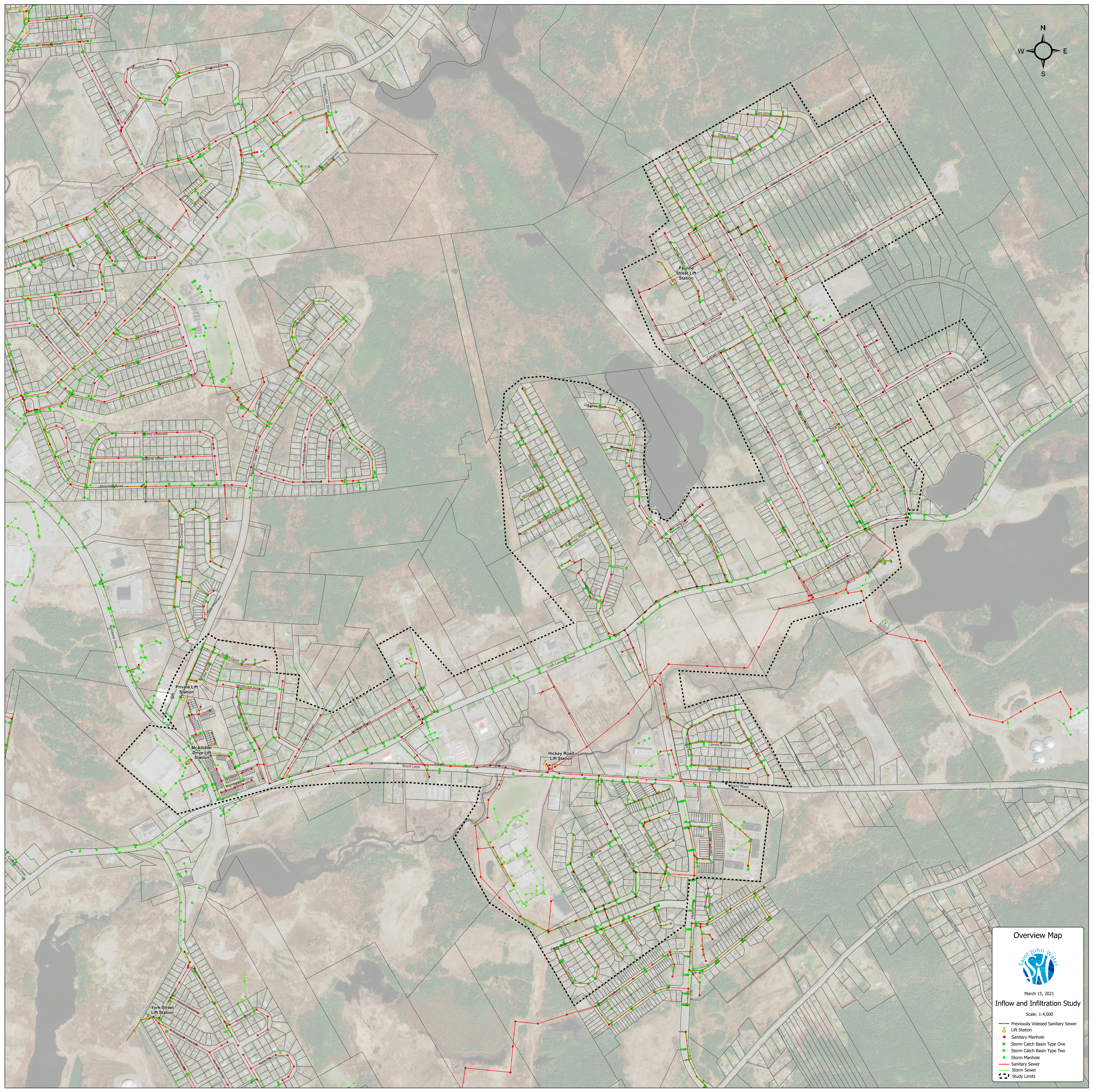
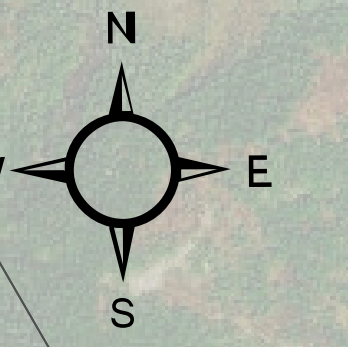
Monic MacVicar, CCLP, CPPB
Procurement Specialist
Supply Chain Management
City of Saint John
175 Rothesay Avenue, 1st Floor
Saint John, NB, E2J 2B4

Please note that:

1. Late proposals or proposals submitted by facsimile will be rejected.
2. The City assumes no responsibility for improperly addressed or delivered proposals.
3. The City of Saint John does not, by virtue of this proposal call, commit to an award of this bid, nor does it commit to accepting the lowest or any proposal submitted, but reserves the right to award this proposal in any manner deemed to be in the best interest of the City.
4. The Financial Proposal is to be submitted in the Consultant's package in a separate sealed envelope, clearly marked as "**Financial Proposal: 2021-091003P, Lakewood Heights Area - Inflow and Infiltration Study**", with the Consultant's name and address.
5. Consultants must propose on the entire project - incomplete proposals will be

rejected.

Immediately following the closing time, proposal packages will be opened in the office of the Manager of Supply Chain Management. Only the names and addresses of the proponents will be made public at this time. No other information about the proposals will be disclosed at that time. Proposals will then be forwarded to an evaluation committee for review and recommendation.



Overview Map

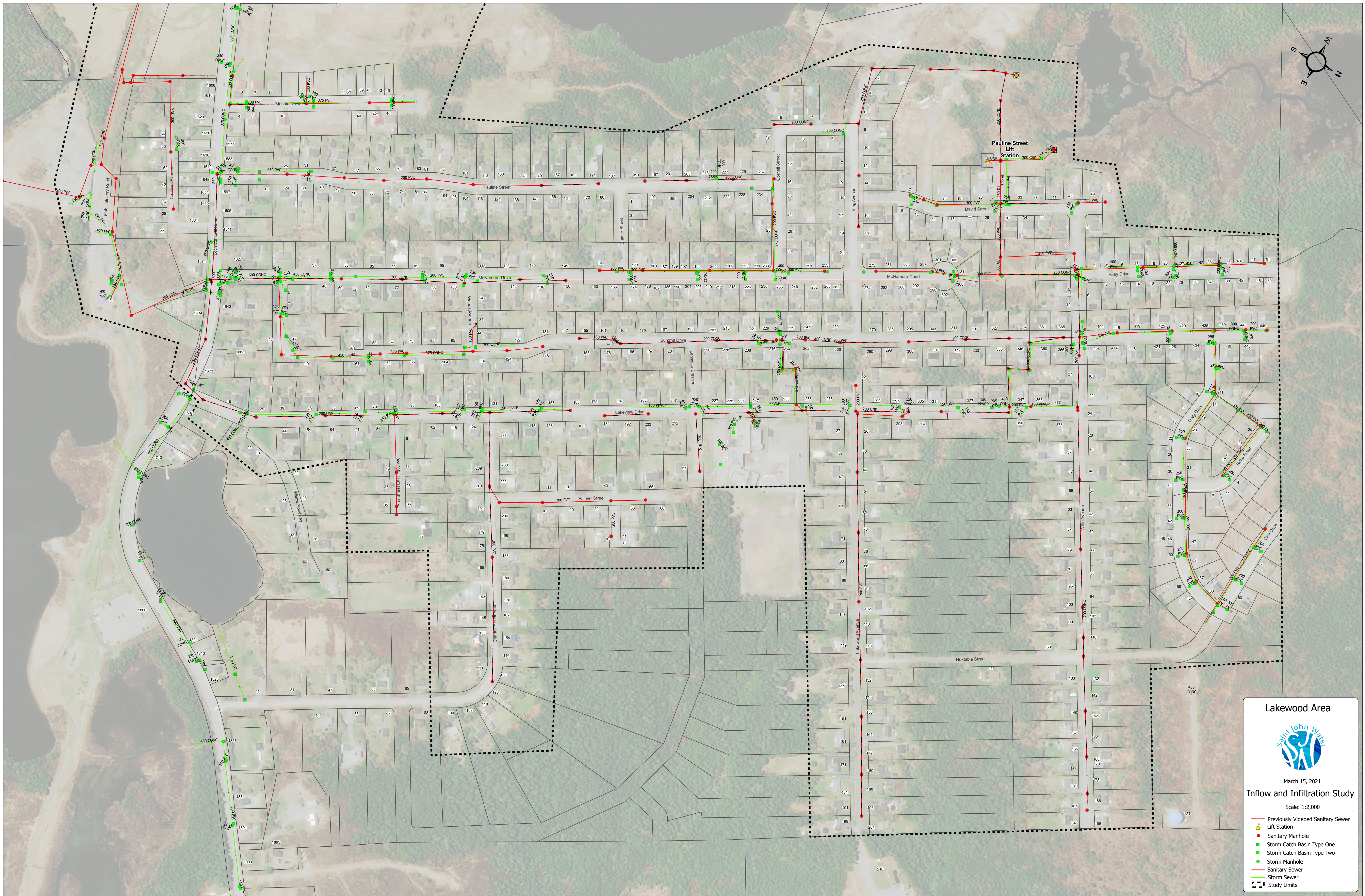
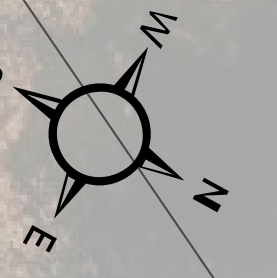


March 15, 2021


Inflow and Infiltration Study

Scale: 1:4,000

- Previously Videoed Sanitary Sewer
- Lift Station
- Sanitary Manhole
- Storm Catch Basin Type One
- Storm Catch Basin Type Two
- Sanitary Sewer
- Storm Sewer
- Study Limits

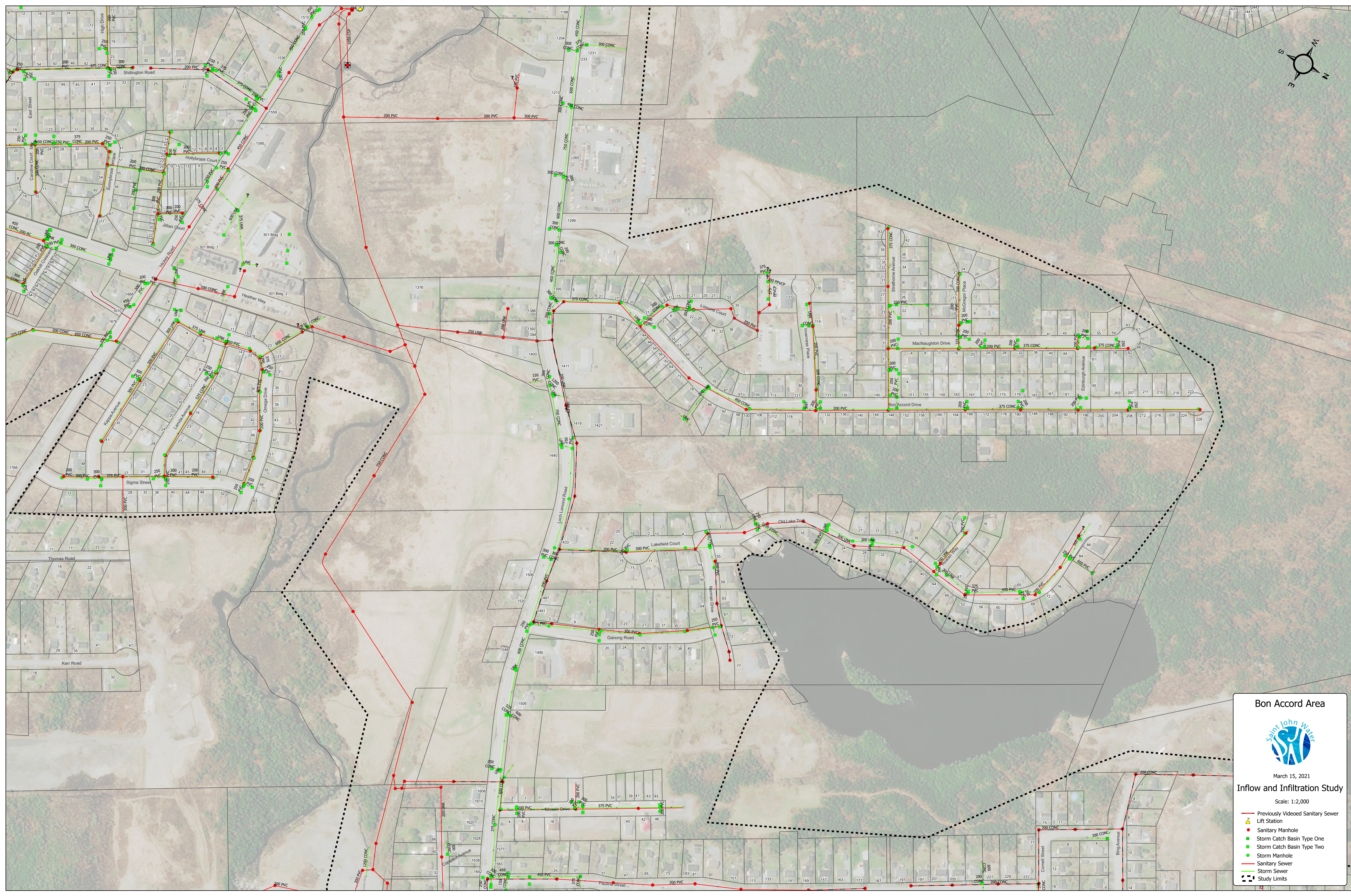
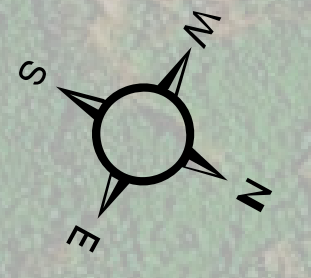


Lakewood Area




March 15, 2021
Inflow and Infiltration Study
Scale: 1:2,000

- Previously Videoted Sanitary Sewer
- Lift Station
- Sanitary Manhole
- Storm Catch Basin Type One
- Storm Catch Basin Type Two
- Storm Manhole
- Sanitary Sewer
- Storm Sewer
- - - Study Limits

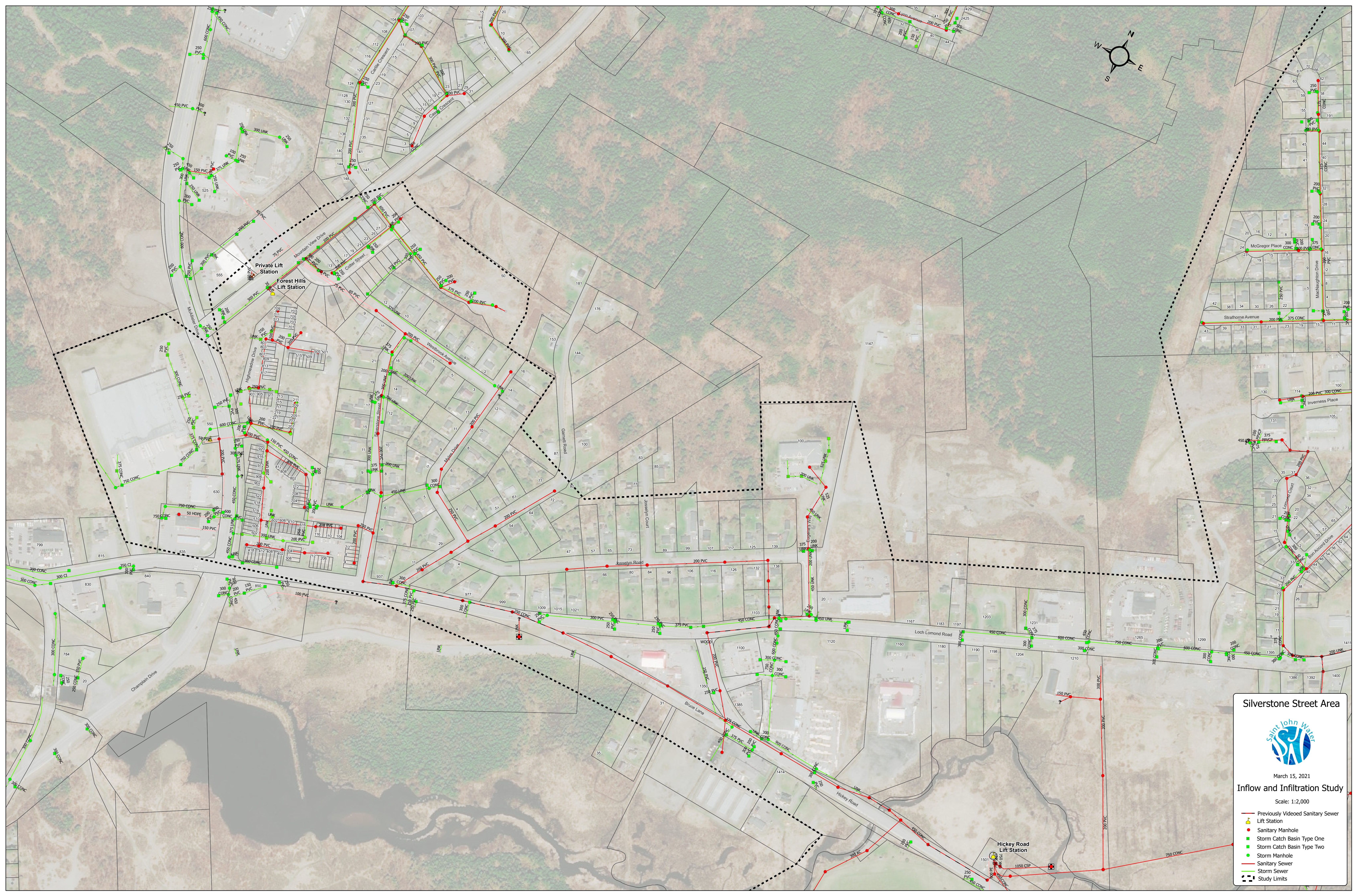
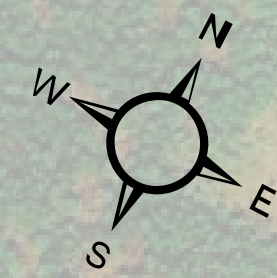


Bon Accord Area



March 15, 2021
Inflow and Infiltration Study
Scale: 1:2,000

- Previously Videoed Sanitary Sewer
- Lift Station
- Sanitary Manhole
- Storm Catch Basin Type One
- Storm Catch Basin Type Two
- Storm Manhole
- Sanitary Sewer
- Study Sewer
- - - Study Limits












Silverstone Street Area

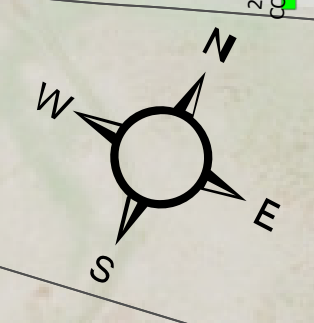


March 15, 2021

Inflow and Infiltration Study

Scale: 1:2,000

-  Previously Videoted Sanitary Sewer
-  Lift Station
-  Sanitary Manhole
-  Storm Catch Basin Type One
-  Storm Catch Basin Type Two
-  Storm Manhole
-  Sanitary Sewer
-  Storm Sewer
-  Study Limits



Heather Way Area



March 15, 2021

Inflow and Infiltration Study

Scale: 1:2,000

- Previously Videoted Sanitary Sewer
- Lift Station
- Sanitary Manhole
- Storm Catch Basin Type One
- Storm Catch Basin Type Two
- Storm Manhole
- Sanitary Sewer
- Storm Sewer
- Study Limits