



TOWN OF SIDNEY

REQUEST FOR PROPOSALS

PRIME CONSULTANT FOR 2024 UTILITY STUDY

ISSUED JANUARY 26, 2024

1. Project Overview

The Town of Sidney invites proposals from qualified engineering consultants to undertake a comprehensive utility study encompassing the Town's sanitary sewer, storm sewer, and water main systems. Broadly, the study aims to achieve the following objectives:

1. Update the Town's existing utility models to correct any existing errors and adjust densities in accordance with the Town's recently updated Official Community Plan (OCP) and the new Provincial housing legislation.
2. Recommend upgrades and replacements to deficient areas of the Town's systems, using the Town's asset identification system.
3. Provide updated unit rate replacement costs for each utility type, accounting for gravity vs. pressure systems and varying pipe diameters.
4. Prioritize the identified upgrades and replacements.

The successful consultant will serve as the Prime Consultant, overseeing project management and coordinating the delivery of the work. Additionally, there is a possibility of continued collaboration for future modelling upgrades over the next 5 years.

2. Background

As part of its asset management program, the Town of Sidney conducts a utility study every 5 to 10 years, aligned with changes in planned population densities. This study aims to update and recalibrate utility models based on the recently updated OCP and changes in Provincial housing legislation. Key points include:

1. Existing utility models are in InfoSWMM and Infowater file formats, with a requirement to maintain these formats.
2. Utility basemap information is in AutoCAD drawings and can be converted to GIS format.
3. Results will be incorporated into the Town's infrastructure replacement plan based on priority and cost considerations.
4. The Town provides a public mapping system, accessible at www.sidney.ca/discover-sidney/maps/.

A component of this study is to evaluate the Town's existing utility base map and correct any errors that are found. The consultant will be required to review the connectivity of these systems and correct any identified errors, before running models and provide the Town with the fully connected model for our records.

3. Project Considerations and Requirements

This Request for Proposals is not intended to be all-encompassing. The consultant is expected to ensure all issues that need to be addressed in the study are included in the submitted proposal. Proposals should, if necessary, expand on the proposed scope of work with a list of

the work activities that the consultant would undertake. This will help demonstrate understanding of the project. While not exhaustive, the project should encompass:

1. Review Official Community Plan and growth estimates for the Town, including those developed for other Town assessments.
2. Review Provincial housing legislation and how it will impact growth in the Town. Three- and four-unit dwellings will now be permitted on all single/duplex zoned lots within Sidney.
3. Develop demand projections for each utility (water, storm and sanitary).
4. In GIS, review topological errors within the Town's datasets, correcting connectivity issues.
5. Input demand data into the model of the Town's utilities.
6. Run models for three different timeframes - current condition, 10-year growth estimates, and 20-year growth estimates.
7. Calibrate the models to a level of accuracy acceptable to the Town, including but not limited to the following:

a. Water Utility

- i. Complete FUS calculations for areas with identified fire flow deficiencies.
- ii. Calculate demand based on actual meter data.
- iii. Assume at least one development per hydrant area will develop to its full potential either under the Town's OCP or Provincial Housing legislation.
- iv. Consider if adjustments to either or both of the two pressure reducing valves that feed Sidney's system could address minor fire flow deficiencies.
- v. Consider alternatives to upsizing watermains, such as looping and site specific solutions to fire flow deficiencies such as multiple hydrants.
- vi. Complete hydrant flow testing to verify and calibrate modelling.
- vii. Complete water age calculations for Sidney's water distribution system by building on the CRD's water age model.

b. Sewer Utility

- i. Review and update assumptions and recommendations carried over from previous Town utility studies. Including but not limited to:
 - a. Percentage of pipe flow (q/Q) for determining pipe deficiencies and for calculating required diameter.
 - b. Inflow and infiltration and climate change assumptions.

c. Storm Drain Utility

- i. Consider storm water impacts to system at various source point control levels (i.e. 10%, 20%, etc.) and recommend source control levels for incorporation into the Town's Subdivision and Development Bylaw.
- ii. Consider model where post-development flows meet green site flows, or other recommended pre-development levels.
- iii. Review and update assumptions and recommendations carried over from previous Town utility studies. Including but not limited to:
 1. Required return periods for specific sizes (10yr for <900mm, 25yr for >900mm)
 2. Percentage of pipe flow (q/Q) for determining pipe deficiencies and for calculating required diameter.
 3. Climate change assumptions.
- iv. Calibrate model based on flow data collected in 2018.

8. Use the models to identify deficient sections for each utility based on potential 10-year and 20-year growth.
9. For one growth period per utility (to be determined by Town after preliminary modelling is complete), complete the following:
 - a. calculate proposed pipe size for all required upgrades and replacements.
 - b. prioritize the construction/replacement sections for each utility or provide trigger points for infrastructure upsizing requirements (i.e. if density doubles, pipe upsizing is required).
 - c. provide Class C cost estimates for the prioritized work, as well as updated unit rate estimates.

4. Proposal Requirements

This Request for Proposals is not intended to be all-encompassing. The consultant is expected to ensure all issues that need to be addressed in this project are included in the proposal submitted. Proposals should, if necessary, expand on the proposed scope of work with a list of the work activities that the consultant would undertake. Proposals shall detail to sufficient extent all actions that are proposed to be undertaken by the consultant. This shall include but not be limited to the following:

- The proposed project team including resumes of the lead personnel
- Details of the proposed project methodology
- Project deliverables for each phase
- Detailed project schedule (based on reasonable assumptions)
- Costs including charge out rates of team personnel
- A detailed listing of similar projects undertaken by the proposed project team members.

The project schedule should include, at a minimum, the following key milestones:

- The submission of a detailed Work Plan for the project.
- After the topographical model is completed and errors in the Town's utility network are corrected, provide the corrected utility network in AutoCAD format to the Town.
- The presentation of preliminary/conceptual results to the Town of Sidney Engineering and Public Works staff.
- With Town staff, select which growth period will be used for detailed reporting.
- Preparation of 75% interim results report and cost estimates for Town review.
- The preparation of 100% finalized report and the associated quantity take-off and estimates, as well as a detailed project list of required upgrades. Include description of project trigger points where possible (i.e. pipe will require upsizing prior to x% of densification)

The work will be compensated on a time and materials basis and may be cancelled at any stage based on budget or schedule constraints.

5. Project Budget

The total budget for this project is **\$120,000.00**. This cost shall include all consulting fees (including sub-consultancy work), and all contingency allowances, fees, and disbursements associated with the project. Proposals shall include fees broken down into the various phases of the project.

6. Provisional Items

The Town requests that proponents include provisional price estimates for the following items:

1. Run additional models for each utility based on additional growth periods (i.e. 50 years).
2. Unit rates for additional modeling over the next 5 years (2024 – 2028).
3. For the sewer utility, conduct draw down testing for the Town’s sanitary sewer pump stations to determine hydraulic capacity.
4. For the stormwater utility, conduct additional flow monitoring as required.

The Town reserves the right to cancel the project at any stage based on budget or schedule constraints.

7. Estimated Schedule

The following table outlines the schedule for the 2024 Utility Study proposal evaluation process. The timing and sequence of some events listed in the table may vary at the discretion of the Town of Sidney.

<i>Event</i>	<i>Date</i>
Request for Proposals is issued (i.e. commencement of	January 26, 2024
Last day for Proponents to ask questions	February 7, 2024
Last day for Town to issue Addendum	February 9, 2024
Request for Proposals closes	February 15, 2024
<i>Event</i>	<i>Anticipated Date</i>
Contract Award	February 26, 2024
Completion of final report	May 31, 2024

8. Selection Criteria

Proposals will be reviewed and evaluated by the Town of Sidney using the following weighted criteria:

Criteria	Weighting
Overall understanding of the project noted in the Proposal Submission	10%
Familiarity with the various technical issues specific to this assignment including proposed approach to the work	20%
Project methodology and task list	10%
Fee(s) schedule and resulting “upset” cost to the Town (includes disbursements, excludes GST)	30%
Past performance of firm on similar projects and identified key staff	15%
Quality of the project schedule and completion date for deliverables	10%
All other relevant facts or matters mentioned in the detailed proposal the Town may consider relevant in making its determination	5%

9. General

- The above process and other aspects of this RFP may be subject to change. In addition, prior to selection, the Town may choose to meet with any or all proponents in order to request further information or clarification regarding proposals submitted.
- It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Sidney. Addenda will be posted on the Town of Sidney website (<https://www.sidney.ca/government/bidding-opportunities/>).
- No contractual obligations shall arise between the Town and any person submitting a proposal until and unless a formal, written contract for the project is entered into. The Town will not compensate a proponent for costs or expenses incurred in the creation or submission of a proposal or for any other costs, expenses or losses associated with this RFP process.
- All proposals and other documents submitted to the Town of Sidney by a proponent become the property of the Town and will not be returned.
- Proposals and other documents may be submitted in confidence, however, proponents should be aware that the Town is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and, in the event of a request for information under that Act, the Town may be required to disclose all or a portion of a proposal or a document notwithstanding that they may be delivered in confidence.

1. Proposal Delivery Format

Complete proposal packages must be received by **2:00 p.m. Thursday, February 15, 2024**. Late submissions will not be considered.

Electronic proposal submissions will be accepted. The name and address of the Participant and the Request for Proposal title must appear on the title page of the submission. The email subject line should include the Request for Proposal title, the due date and time, and the name of the Participant. Submissions will not be opened in public.

Please send complete proposal packages to:

Andrew Hicik, Director of Finance
Re: Prime Consultant for 2024 Utility Study
Town of Sidney
2440 Sidney Avenue
Sidney BC V8L 1Y7
Email: tenders@sidney.ca

For additional information or questions, please contact:

Jenn Clary, Director of Engineering
Town of Sidney
2440 Sidney Avenue
Sidney BC V8L 1Y7
Phone: 250-656-4502
E-mail: jclary@sidney.ca