

RFP 2021-01

Water and Sewer Rate Study

Water Financial Plan



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Scope of Project

The Town of Blind River is seeking proposal submissions from experienced and qualified consultants to complete a Water & Sewer Rate Study and Water Financial Plan as required per Ontario Regulation 453/07.

Date of Proposal Submission

Proposals are to be submitted in a sealed, opaque envelope addressed as follows:

Town of Blind River
RFP 2021-001
Kathryn Scott – CAO/Clerk
11 Hudson St., PO Box 640
Blind River, ON P0R 1B0

Proposals must be submitted under the following instructions:

Proposal Closing Date: May 10, 2021

Time: 3:00 p.m., local time

Location: Blind River, ON Municipal Office,
11 Hudson St., PO Box 640 Blind River, ON P0R 1B0

Project Contact

Kathryn Scott, CAO
Town of Blind River
(705) 356-2251 Ext. 213 Katie.Scott@blindriver.ca

Completion Date

The Study is required to be completed by September 30, 2021 to support the adoption/drafting of a new Water and Sewer Rates By-Law with an effective date of January 1, 2022. Additionally, the Town is required to submit an updated Financial Plan to renew its Municipal Drinking Water licenses, which is currently under an extension.

Scope of Work

Terms of Reference

The Town of Blind River is seeking to engage a consultant to update the Town's Water and Sewer Rate Study and to prepare a Water Financial Plan as required per Ontario Regulation 453/07. The Municipalities current plan expires on December 31 2021.

Background

The Corporation of the Town of Blind River (the “Town”) is a single-tier municipality with a population of approximately 3,200 people located in Northern Ontario. The Town is responsible for one local water distribution system with approximately 1278 individual accounts. Additionally, the Town is responsible for one local wastewater distribution system.

The Town is responsible for water and wastewater treatment and storage. The Town recovers its costs through metered water and wastewater charges to residential, industrial, commercial and institutional customers and users.

Total water and wastewater rates amount to approximately \$900 annually for an average residential user.

Intent of the Proposal

Requirements & Deliverables

The Town is looking at pursuing an aggressive water and wastewater capital plan, including the replacement of aged and deficient water and wastewater infrastructure.

The Town wishes to undertake a study of water and wastewater rates to cover a ten-year period (the “study”) to accomplish the following objectives:

- (1) Ensure cost recovery in operating and capital budgets;
- (2) Provide sufficient resources for replacement and upgrades of capital assets where necessary; and
- (3) Improve stability in the rate structure.

The Town is conscious of the fact that the study should take into account the requirements of all relevant and associated regulations.

Components to be included in the Background Study

The methodology identified in this request for proposal is intended to identify the main tasks of the Consultant in the execution of the study and preparation of the final report. Prepare a ten-year consumption forecast:

- (1) Review historic water consumption and wastewater treatment data and assess usage patterns;
- (2) Consider the impact of the Town’s residential and non-residential growth forecasts and other relevant factors;
- (3) Quantify and evaluate system losses by comparing meter outflows at wells and inflows at WWTP; and

- (4) Consider significant flow variations and adjust assumptions in conjunction with Town staff input.

Prepare a life-cycle asset management plan consistent with O.Reg. 588/17 for water and wastewater infrastructure in accordance with current regulations to address existing and future replacement/rehabilitation needs:

- (1) Meet with Town staff to review inventory records;
- (2) Review the Town's existing 10-year capital forecast for water and wastewater works;
- (3) Assess asset condition in accordance with standard engineering practices;

Prepare an analysis of various approaches to finance capital works:

- (1) Consider alternatives to finance the works identified in the asset management plan;
- (2) Identify annual contributions to Reserve Funds necessary to finance the replacement/rehabilitation of infrastructure;
- (3) Identify the appropriate scope of work/costs included in the replacement and rehabilitation of water and wastewater infrastructure; and
- (4) Review this analysis with Town staff prior to proceeding with rate determination.

Prepare an analysis of operating costs and revenues:

- (1) Identify operating costs over the 10-year planning period;
- (2) Review allocations between the tax-supported budget and the water and wastewater user-pay budgets; and
- (3) Assess cost implications arising from the consumption forecast.

Perform an analysis of rate structures:

- (1) Evaluate various rate structures for reasonableness and impacts on policy issues;
- (2) Consider the application of area rating; and
- (3) Summarize the alternatives and provide a memorandum for review with Town staff.

Study Completion Date

The Study is required to be completed by September 30, 2021, to support the Town's requirement to submit an updated Financial Plan which has been given a six-month extension for its Municipal Drinking Water licenses.

Town of Blind River staff will co-ordinate the consultation process including notification to stakeholder groups and the public with respect to meetings and providing handout material. The consultant will present information and be available to respond to inquiries at public meetings regarding the Study.

Meetings

The Consultant shall meet with Town staff to discuss the overall process and obtain information related to consumption, capital works, finances, and operations. Additionally, the Consultant will meet with Town staff to present analysis and findings for discussion before proceeding at key stages. This entails at least three (3) staff meetings. Meeting can be in person or remote phone or virtual meetings.

The Consultant will be required to conduct a working session for Council, in conjunction with staff, prior to holding a public meeting to allow Council members to consider the issues and provide feedback.

The Consultant will conduct a public meeting subsequent to the Council working session and the preparation of the draft report. This will involve at least one public presentation, with summary handouts available to interested members of the public. Town staff will arrange for the meeting(s), give proper notice, and will participate in the meeting(s) with the Consultant.

Proposal Structure and Content Requirements

Proposal Submission Structure

This section provides general guidance for preparing proposals as well as specific instruction on the format and content of the proposal. The Proponent's proposal must include all data and information requested and must be submitted in accordance with these instructions. The proposal shall be clear, concise, and shall include sufficient detail for effective evaluation and for substantiating the validity of stated claims. The proposal should not simply rephrase or restate the Town's requirements, but rather shall explain how the Proponent intends to meet these requirements. Proponents shall assume that the Town has no prior knowledge of their experience, and the proposal evaluation will be based solely on the information presented in the proposal.

The proposal document should be structured in sections that refer to the headings addressed in the Proposal Content Requirements of this section and should be numbered and tabbed accordingly.

Proposal Content Requirements

Section	Content
1	Company Profile
2	Approach and Methodology
3	Experience and References

4	Team Structure / Staff Qualifications
5	Schedule / Work Plan
6	Cost Proposal

Company Profile

Proponents are to provide information on their company such as, but not limited to, the following:

- Size of company, number of employees both locally and other (i.e. status full time/part time);
- Number of years in business both locally and other;
- Memberships in professional associations;
- Extent of company resources and available outside resources if required;
- The correct legal name of the proposing entity;
- The Principal business and corporate directors of the proposing entity; and
- The name, title, mailing address, e-mail, telephone (land line and cell) and fax number of the person who will be the Town's point of contact.

Approach and Methodology

Provide a detailed description of the methodology and project management approaches to be used for each of the services proposed by your firm.

Experience and References

Proponents are to detail three references, within the last 5 years, of their company's relevant past and present experiences as they pertain to the Town's requirements for this project.

Team Structure / Staff Qualifications

Proponents are to provide an Organizational Chart indicating all of the project participants (1 page). Proponents are to provide the name(s), telephone number(s) and resume(s) of main contact person(s) who will be assigned to this project. The assigned person(s) must be the primary point of contact for the Town. Proponents are to provide the name(s), telephone number(s) and resume(s) of other key personnel who will be assigned to this project (1 page).

Proponents must also identify the total number of hours for each Consulting team member per major item.

Schedule / Work Plan

Provide a schedule/work plan for implementing the project with the objective of completion by September 30, 2021. Identify major milestones and the percentage of completion. Provide for meetings with Town staff to enable the monitoring of progress towards completion of the work plan. Provide for review and refinement of the work plan in discussion with Town staff at the start-up meeting for the project.

Proponents need to be mindful of the time constraints needed for this study. The study needs to be completed by September 30, 2021.

Cost Proposal

Proponents shall provide in their cost proposal hourly rates, estimates of expenses and a **total upset price**, including HST.

The cost proposal should summarize the per diem rates for all consulting team members and the total number of hours for each team member per major item along with the total cost for each major item.

Proposal Process

Request for Proposal Schedule

The following table outlines the timeline that has been established for the proposal selection process:

Task Description	Date
Request for Proposal Issued	April 6, 2021
Proponent Questions Received by:	April 23, 2021
Town to provide answers by:	April 28, 2021
Proposals Due Date:	May 10, 2021
Anticipate Decision on Successful Proponent:	May 14, 2021
Anticipated Commencement of Work:	May 25, 2021

NOTE: Although every attempt will be made to meet all dates, the Town of Blind River reserves the right to modify any or all dates at its sole discretion.

Documentation

- a) One (1) original and two (2) copies of the proposal are required.
- b) One (1) original of the cost proposal is required.
- c) All proposals must be legible and written in ink or typewritten.
- d) All proposals must be submitted in a sealed envelope.

Communication

All requests for information and/or clarification as well as questions regarding the interpretation of the terms set out in this RFP should be referred to:

Kathryn Scott, CAO/Clerk
705-356-2251 ext. 213
Katie.Scott@blindriver.ca

Evaluation Criteria

Each response to this Request for Proposal will be evaluated by the Town of Blind River to determine the degree to which it responds to the requirements as set out. Since this is a Request for Proposal, other factors in addition to cost will be considered when submissions are evaluated.

Factors to be considered will include, but not necessarily be limited to:

Evaluation Criteria	Weighted Percentage
Approach & Methodology	20
Schedule /Work Plan	20
Cost Proposals	50
Qualifications and Background of Consultation Team	10
Total	100

The Proponent Declares:

1. No person, firm or corporation, other than the Proponent, has any interest in this Proposal or in the proposed agreement for which this Proposal is made and to which it relates;

2. This Proposal is made by the Proponent without any connection, knowledge or comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a Proposal for the same service, and is in all respects fair and without collusion or fraud;
3. No member of the Municipal Council or any other officer of the Corporation will become interested directly or indirectly as a contracting party without disclosing his interest and otherwise complying with the Municipal Conflict of Interest Act, RSO 1990;
4. The content and requirements of this Proposal document have been read and understood.

Disqualification

The Town of Blind River reserves the right to reject any or all proposals. Failure of the Proponent to satisfy any term or condition of this RFP may result in the rejection of said Proposal. Further, any incomplete proposals, qualified proposals, proposals not properly signed/dated, proposals received after the closing date/time, proposals completed in pencil, proposals with incomplete calculations, and proposals lacking required information will be rejected as incomplete.

Examination of Documents

Each proponent must satisfy himself or herself by a personal study of the RFP documents, by calculations, respecting the conditions existing or likely to exist in connection with the proposed work. There will be no consideration of any claim, after submission of Proposals, that there is a misunderstanding with respect to the conditions imposed by this RFP. Prices must include all incidental costs and the proponent must be satisfied as to the full requirements of the RFP.

Proposal Withdrawal of Replacement

Any proposal may be withdrawn prior to the scheduled time for proposal closing by submitting written notice to the RFP contact. Replacement proposals are welcome until the proposal closing.

Proposal Evaluation

All submissions must be in compliance with the requirements of the RFP process in order to be considered for evaluation.

Even though proposals are received based on furnishing product which may meet the minimum requirements indicated, it is not intended that this alone shall limit the award but that other factors shall be considered together with any related experience the

Town of Blind River may or may not have had.

All qualifying proposals will be reviewed and evaluated by the CAO/Clerk.

It will be the responsibility of the CAO/ Clerk to initially read, review and evaluate each proposal. The CAO/Clerk may “short list” those proposals that are most feasible for further consideration.

Proponents may be required to make an oral presentation in support of their proposal.

Proposal Award Procedure

All Proposals shall be final and binding on the proponent for a period of 60 (sixty) days from the closing date and may not be altered by any subsequent offerings, discussions, or commitments unless the proponent is requested to do so by the Town of Blind River.

The Town of Blind River will notify the successful proponent of the award. The successful proponent agrees to execute a Professional Service Agreement to undertake work within 10 business days of the date of notification of award.

Extra Work

The Town of Blind River shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any proponent(s) prior or subsequent to or by any reason of the acceptance or non-acceptance by the Town of Blind River of any proposal by reason of any delay in the acceptance of a proposal.

Payment of Fees

The successful proponent will provide the Town of Blind River with a timeline of deliverables with their associated cost. The timeline will be mutually agreed upon and appended to the agreement. The Town of Blind River will pay the successful proponent its fees based on the completion of milestones as defined within the proponent’s proposal. Invoices shall be forwarded to:

The Town of Blind River
Attention: CAO
11 Hudson St., PO Box 640
Blind River, ON P0R 1B0

Amendments to RFP

Questions of clarification will be answered individually, but response(s) to any question

that modifies the scope of the RFP will be posted as a RFP Addendum on the Corporation's website.

Amendment and changes to this proposal prior to the closing date and time stated herein will only be in the form of written amendment and said amendment will be issued by the Town of Blind River. Amendments will be posted on the Town of Blind River's website at Town of Blind River Bids & Tenders (https://blindriver.ca/town_hall/bids_tenders). It is the proponent's sole responsibility to check this website regularly to inform itself of any posted amendments. The Town of Blind River makes no promise or guarantee that amendments will be delivered by any means to any proponent. By submitting a proposal in response to the Request for Proposal, the proponent acknowledges and agrees that amendment(s) shall be posted on the Town of Blind River's website and it is the sole responsibility of the proponent to check the website for said amendment(s). Amendments will not be released less than seventy-two (72) hours prior to the close of the proposal. Any submission that does not acknowledge receipt of amendment(s) shall be considered as incomplete and will be disqualified.