



THE CITY OF WINNIPEG

REQUEST FOR PROPOSAL

RFP NO. 1100-2014

**REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR THE
PROVISION OF PRELIMINARY DESIGN SERVICES FOR THE OLIVE WASTEWATER
PUMPING STATION UPGRADES**

Proposals shall be submitted to:

**The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1**

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PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR THE PROVISION OF PRELIMINARY DESIGN SERVICES FOR THE OLIVE WASTEWATER PUMPING STATION UPGRADES

B2. SUBMISSION DEADLINE

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, December 1, 2014.
- B2.2 Proposals determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.
- B2.3 The Project Manager or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. SITE INVESTIGATION

- B3.1 The Project Manager or an authorized representative will conduct a Site Investigation tour of the facility located at 2461 Assiniboine Crescent (just east of the intersection of Assiniboine Crescent and Olive Street) on November 21, 2014, beginning at 1:30 PM.
- B3.1.1 Proponents are requested to register for the Site Investigation by contacting the Project Manager identified in D2.
- B3.2 Although attendance at the Site Investigations is not mandatory, the City strongly suggests that Proponents attend.
- B3.3 The Proponent shall not be entitled to rely on any information or interpretation received at the Site Investigation unless that information or interpretation is the Proponent's direct observation, or is provided by the Project Manager in writing.

B4. ENQUIRIES

- B4.1 All enquiries shall be directed to the Project Manager identified in D2.
- B4.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal (RFP), or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Project Manager of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B4.3 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.
- B4.4 Responses to enquiries which, in the sole judgment of the Project Manager, require a correction to or a clarification of the RFP will be provided by the Project Manager to all Proponents by issuing an addendum.
- B4.5 Responses to enquiries which, in the sole judgment of the Project Manager, do not require a correction to or a clarification of the RFP will be provided by the Project Manager only to the Proponent who made the enquiry.
- B4.6 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the City's Project Manager. Failure to restrict correspondence and contact to the Project Manager may result in the rejection of the Proponents Proposal Submission.

B4.7 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Project Manager in writing.

B5. CONFIDENTIALITY

B5.1 Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Project Manager. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Proponent before receipt hereof; or
- (b) becomes publicly known other than through the Proponent; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B5.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Project Manager.

B6. ADDENDA

B6.1 The Project Manager may, at any time prior to the Submission Deadline, issue Addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.

B6.2 The Project Manager will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B6.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B6.2.2 The Bidder is responsible for ensuring that it has received all Addenda and is advised to check the Materials Management Division website for Addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B6.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

B7. PROPOSAL SUBMISSION

B7.1 The Proposal shall consist of the following components:

- (a) Form A: Proposal (Section A) in accordance with B8;
- (b) Fees (Section B) in accordance with B9;

B7.2 The Proposal should also consist of the following components:

- (a) Experience of Proponent and Subconsultants (Section C) in accordance with B10;
- (b) Experience of Key Personnel Assigned to the Project (Section D), in accordance with B11;
- (c) Project Understanding and Methodology (Section E) in accordance with B12; and
- (d) Project Schedule (Section F) in accordance with B13.

B7.3 Further to B7.1, all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.

B7.4 Further to B7.2, all components of the Proposal should be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.

- B7.5 Proponents should submit one (1) unbound 8.5" x 11" original (marked "original") including drawings and six (6) copies (copies can be in any size format) for sections identified in B7.1 and B7.2.
- B7.6 Proposal format, including type of binding, number of pages, size of pages and, font, etc., will not be regulated, except that the Proposal should be presented in the Sections identified above. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their team.
- B7.7 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B20.1(a).
- B7.8 The Proposal shall be submitted enclosed and sealed in an envelope/package clearly marked with the RFP number and the Proponent's name and address.
- B7.9 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.
- B7.10 Proposals shall be submitted to:
The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- B7.11 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

B8. PROPOSAL (SECTION A)

- B8.1 The Proponent shall complete Form A: Proposal, making all required entries.
- B8.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
 - (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Proponent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B8.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.
- B8.3 In Paragraph 3 of Form A: Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.
- B8.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, it shall be signed by the Proponent;
 - (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;

- (d) if the Proponent is carrying on business under a name other than its own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B8.4.1 The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.

B8.5 If a Proposal is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Proposal and the Contract, when awarded, shall be both joint and several.

B9. FEES (SECTION B)

B9.1 The Proposal shall include a Fixed Fee for all disciplines and/or phases identified in D3.1 Scope of Services.

B9.2 Adjustments to Fees will only be considered based on increases to the Scope of Services.

B9.2.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or the Final Total Construction Cost.

B9.3 Notwithstanding C1.1(b), Fees shall include costs for out of town travel, related meals and accommodations for the duration of the Project and shall not be considered an Allowable Disbursement.

B9.4 The Fee Proposal shall also include an allowance for Allowable Disbursements as defined in C1.1(b), but shall exclude the costs of any materials testing, soils and hazardous materials investigation during construction.

B9.5 Allowances for Disbursements for Underground Structures information, and Material testing have been included on Form B as the City's estimate of costs for these disbursements. These costs are to be included in the Calculation of Total Fees proposed by the Proponent.

B9.6 Notwithstanding C10.1, Fees submitted shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

B9.7 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

B10. EXPERIENCE OF PROPONENT AND SUBCONSULTANTS (SECTION C)

B10.1 Proposals should include:

- (a) details demonstrating the history and experience of the Proponent and Subconsultants in providing programming; design, management of construction and contract administration services on up to three projects of similar complexity, scope and value.

B10.2 For each project listed in B10.1(a), the Proponent should submit:

- (a) description of the project;
- (b) role of the consultant;
- (c) project's original contracted construction cost and final construction cost;
- (d) design and construction schedule (anticipated Project schedule and actual project delivery schedule, showing design and construction separately);
- (e) project owner;
- (f) reference information (two current names with telephone numbers per project).

B10.2.1 Where applicable, information should be separated into Proponent and Subconsultant project listings.

B10.3 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent and all Subconsultants.

B11. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION D)

B11.1 Describe your approach to overall team formation and coordination of team members.

B11.1.1 Include an organizational chart for the Project.

B11.2 Submit the experience and qualifications of the Key Personnel assigned to the Project for projects of similar complexity, scope and value, including the principals-in-charge, the Consultants Representative, managers of the key disciplines and lead designers. Include educational background and degrees, professional recognition, job title, years of experience in current position, years of experience in design and construction, and years of experience with existing employer. Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B11.1.1.

B11.3 For each person identified, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is included in B10, provide only the project name and the role of the key person. For other projects provide the following:

- (a) Description of project;
- (b) Role of the person;
- (c) Project Owner;
- (d) Reference information (two current names with telephone numbers per project).

B12. PROJECT UNDERSTANDING AND METHODOLOGY (SECTION E)

B12.1 Describe your firm's project management approach and team organization during the performance of Services, so that the evaluation committee has a clear understanding of the methods the Proponent will use in the delivery of this Project.

B12.2 Methodology should be presented in accordance with the Scope of Services identified in D3.1.

B12.3 Describe the collaborative process/method to be used by the Key Personnel of the team in the various phases of the Project.

B12.4 Proposals should address:

- (a) the team's understanding of the broad functional and technical requirements;
- (b) the team's understanding of the urban design issues;
- (c) the proposed Project construction budget;
- (d) the City's Project methodology with respect to the information provided within this RFP; and
- (e) any other issue that conveys your team's understanding of the Project requirements.

B12.5 For each person identified in B11.2, list the percent of time to be dedicated to the Project in accordance with the Scope of Services identified in D3.1.

B13. PROJECT SCHEDULE (SECTION F)

B13.1 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments (key designers), durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Services.

B13.2 The Proponent's schedule should include critical dates for review and approval processes by the City and other organizations anticipated during the design and tendering phases of the Project. Reasonable times should be allowed for completion of these processes.

B14. QUALIFICATION

B14.1 The Proponent shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent does carry on business; and
- (b) be financially capable of carrying out the terms of the Contract;
- (c) have all the necessary experience, capital, organization, and equipment to perform the Services in strict accordance with the terms and provisions of the Contract;
- (d) have or establish and staff an office in Winnipeg for the duration of the Project.

B14.2 The Proponent and any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/debar.stm>

B14.3 The Proponent and/or any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:

- (a) have successfully carried out services for the programming; design, management of construction and contract administration for architectural and/or engineering projects of similar complexity, scope and value; and to those required for this Project; and
- (b) be fully capable of performing the Services required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);
- (d) have the knowledge and resources to administer the requirements of The Workplace Safety and Health Act (Manitoba) during the construction works associated with this Contract; and
- (e) undertake to meet all licensing and regulatory requirements of the appropriate governing authorities and associations in the Province of Manitoba.

B14.4 The Proponent shall submit, within three (3) Business Days of a request by the Project Manager, further proof satisfactory to the Project Manager of the qualifications of the Proponent and of any proposed Subconsultant.

B14.5 The Proponent shall provide, on the request of the Project Manager, full access to any of the Proponent's equipment and facilities to confirm, to the Project Manager's satisfaction, that the Proponent's equipment and facilities are adequate to perform the Services.

B15. OPENING OF PROPOSALS AND RELEASE OF INFORMATION

B15.1 Proposals will not be opened publicly.

B15.2 After award of Contract, the names of the Bidders and the Contract amount of the successful Bidder will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>.

B15.3 To the extent permitted, the City shall treat all Proposal Submissions as confidential. However, the Proponent is advised that any information contained in any Proposal may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B15.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of its submission upon written request to the Project Manager.

B16. IRREVOCABLE OFFER

B16.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B16.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such Services until a Contract for the Services has been duly executed as herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 10 of Form A: Proposal.

B17. WITHDRAWAL OF OFFERS

B17.1 A Proponent may withdraw its Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B17.1.1 The time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

B17.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Proponent's authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.

B17.1.3 If a Proponent gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:

- (a) retain the Proposal until after the Submission Deadline has elapsed;
- (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Proponent's authorized representatives named in Paragraph 11 of Form A: Proposal; and
- (c) if the notice has been given by any one of the persons specified in B17.1.3(b), declare the Proposal withdrawn.

B17.2 A Proponent who withdraws its Proposal after the Submission Deadline but before its offer has been released or has lapsed as provided for in B16.2 shall be liable for such damages as are imposed upon the Proponent by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

B18. INTERVIEWS

B18.1 The Project Manager may, in his/her sole discretion, interview Proponents during the evaluation process.

B19. NEGOTIATIONS

B19.1 The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.

B19.2 The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents

without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.

- B19.3 If, in the course of negotiations pursuant to B19.2 or otherwise, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

B20. EVALUATION OF PROPOSALS

B20.1 Award of the Contract shall be based on the following evaluation criteria:

- | | |
|--|-------------|
| (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: | (pass/fail) |
| (b) qualifications of the Proponent and the Subconsultants, if any, pursuant to B14: | (pass/fail) |
| (c) Fees; (Section B) | 40% |
| (d) Experience of Proponent and Subconsultants; (Section C) | 25% |
| (e) Experience of Key Personnel Assigned to the Project; (Section D) | 20% |
| (f) Project Understanding and Methodology (Section E) | 10% |
| (g) Project Schedule. (Section F) | 5% |

B20.2 Further to B20.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.

B20.3 Further to B20.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in its Proposal or in other information required to be submitted, that it is responsible and qualified.

B20.4 Further to B20.1(c), Fees will be evaluated based on Fees submitted in accordance with B9.

B20.5 Further to B20.1(d), Experience of Proponent and Subconsultants will be evaluated considering the experience of the organization on projects of similar size and complexity as well as other information requested.

B20.6 Further to B20.1(e), Experience of Key Personnel Assigned to the Project will be evaluated considering the experience and qualifications of the Key Personnel and Subconsultant personnel on Projects of comparable size and complexity.

B20.7 Further to B20.1(f), Project Understanding and Methodology will be evaluated considering your firm's understanding of the City's Project, project management approach and team organization.

B20.8 Further to B20.1(g), Project Schedule will be evaluated considering the Proponent's ability to comply with the requirements of the Project.

B20.9 Notwithstanding B20.1(d) to B20.1(g), where Proponents fail to provide a response to B7.2(a) to B7.2(d), the score of zero may be assigned to the incomplete part of the response.

B21. AWARD OF CONTRACT

B21.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.

- B21.2 The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be responsible and qualified, and the Proposals are determined to be responsive.
- B21.2.1 Without limiting the generality of B21.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Services;
 - (b) the prices are materially in excess of the prices received for similar services in the past;
 - (c) the prices are materially in excess of the City's cost to perform the Services, or a significant portion thereof, with its own forces;
 - (d) only one Proposal is received; or
 - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B21.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer.
- B21.4 The City may, at its discretion, award the Contract in phases.
- B21.5 Notwithstanding Paragraph 6 of Form A: Proposal and C4, the City will issue a Letter of Intent to the successful Bidder in lieu of execution of a Contract.
- B21.5.1 The Contract documents as defined in C1.1(n)(ii) in their entirety shall be deemed to be incorporated in and to form a part of the Letter of Intent notwithstanding that they are not necessarily attached to or accompany said Letter of Intent.
- B21.6 B22.6 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(n).
- B21.7 Following the award of Contract, a Proponent will be provided with information related to the evaluation of its Proposal upon written request to the Project Manager.
- B21.8 If, after the award of Contract, the Project is cancelled, the City reserves the right to terminate the Contract. The Consultant will be paid for all Services rendered up to time of termination.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Consultant Services* (Revision 2010-10-01) are applicable to the Services of the Contract.
- C0.1.1 The *General Conditions for Consultant Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm.
- C0.2 A reference in the Request for Proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Consultant Services*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for Consultant Services*, these Supplemental Conditions are applicable to the Services of the Contract.

D2. PROJECT MANAGER

D2.1 The Project Manager is:

Doug Berg, C.E.T.

Email: DBerg@winnipeg.ca

Telephone No. 204 986-4452

Facsimile No. 204 986-5345

D2.2 At the pre-commencement meeting, the Project Manager will identify additional personnel representing the Project Manager and their respective roles and responsibilities for the Services.

D2.3 Proposal Submissions must be submitted to the address in B7.10

D3. BACKGROUND

D3.1 The Olive Wastewater Pumping Station, located at 2461 Assiniboine Crescent, is a facility that conveys wastewater sewage collected in the south area of the Strathmillan, Tylehurst and Ainslie Sewer Districts and pumps this sewage via a section of forcemain into an interceptor sewer further west on Assiniboine Crescent where the sewage continues to flow to be treated at the West End Water Pollution Control Centre. The Station was originally constructed in the 1960's and has had minor upgrades over time, but due to its age many of the mechanical, electrical and structural components are obsolete and no longer provide reliable service. Major upgrades of these components are now required to allow the Station to continue to provide dependable operational service for many years to come.

D3.2 Historical record drawings for the Olive Wastewater Pumping Station are included in Appendix "A" of this document.

(a) The record drawings provided herein are for informational purposes only and the City makes no claim or liability to the accuracy of the information provided.

D3.3 An assessment report of the existing hoist devices and lifting capacities, prepared by MMM Group, is included in Appendix "B" of this document for information purposes.

D3.4 The preliminary design stage for this project will largely involve reviewing the existing mechanical, structural and electrical components of the Station and providing a preliminary design report with recommendations for required upgrades to these components, the preliminary design report will provide a guide for the detailed design stage of the project which will be issued as another RFP in the spring of 2015, or at a later date as determined by the Department.

D3.5 The preliminary design work for the Olive Wastewater Pumping Station upgrading project will generally consist of the following work:

(a) Review and recommendation on Geotechnical reports required.

(b) Review and recommendation of Structural/Architectural upgrades required.

(c) Review and recommendation of Mechanical (process pumping and piping) upgrades required.

- (d) Review and recommendation of HVAC system upgrades required.
- (e) Review and recommendation of Electrical upgrades required.
- (f) Review and recommendation of Automation Control upgrades required.

D4. SCOPE OF SERVICES

D4.1 The Services required under this Contract shall consist of providing a preliminary design report recommending required upgrades to the Olive Wastewater Pumping Station in accordance with the following:

D4.1.1 General

- (a) These Terms of Reference are supplemental to the Standard Terms and Conditions of Consultant Services and the "Definition of Standard Consulting Engineering Services" required by the City of Winnipeg.
- (b) The consulting services described herein are to be provided for the Water and Waste Department (the Department).
- (c) The Department will provide assistance towards the following services:
 - Site access to the Station
 - Provision of any available information on Station operation records (i.e. pump cycle times, maintenance records, sewer flow gauging)

D4.1.2 Orientation Meeting

- (a) Attend a mandatory meeting with the Design & Construction and Wastewater Services Branches of the Department to review project expectations and limits.

D4.1.3 Preliminary Design Services – Phase I

- (a) The primary purpose of Phase I is to evaluate the condition of the existing pumping station condition and configuration, and determine the feasibility of providing the required upgrades within the existing building and substructure. Upon completion of Phase I, the deliverables will be presented to and reviewed by the Department. In the event that the continued use of the existing superstructure is not deemed to be practical, it is anticipated that Phase II, as referenced in D4.1.4, will be initiated to investigate an alternative with a modified building superstructure capable of housing all the required station upgrades.
- (b) Geotechnical
 - (i) Provide a recommendation for level of geotechnical and soil testing reports required to obtain appropriate Waterways construction permit as well as any other required construction permits.
- (c) Structural/Architectural
 - (i) Provide an overall visual structural review of existing Station superstructure and substructure to determine condition, identify and scope any repair work required. Determine if the existing station building and foot print are sufficient in size and layout to adequately accommodate the proposed mechanical, electrical and automation upgrades required in (d), (f), (g) and (g); or if additional space will be required
 - (ii) Replace the existing interior rigid foam insulation with an alternative insulation system that meets current building code requirements.
 - (iii) Determine if the motor room floor structure can accommodate the addition of a second access hatch and ladder at the far end of the room from the existing stairway to provide staff with easier access to the pump room floor of the Station.
 - (iv) Advise if any interior substructure surface repairs are required (i.e.: sand blasting, patching, painting) to floors, walls and ceilings.
 - (v) Determine if lead paint and/or asbestos is present in the Station.

- (vi) Advise on any repairs required to existing access hatches and ladders inside the Station, also include replacing existing wooden access hatch covers with alternative non-corrosive and non-decaying material.
 - (vii) Recommendation for design and type of main floor main floor hoisting/crane device(s) capable of a minimum 1 tonne lifting capacity.
 - (viii) Ensure that all building upgrades are in compliance with the Manitoba Building Code.
- (d) Mechanical – Process Pumping and Piping
- (i) Determine if existing pump suction lines from Station wet well are adequate in condition and layout configuration to be re-used with new pump installation.
 - (ii) Provide design recommendation for replacement of two (2) existing wastewater sewage pumps and pump motors in the “dry-pit” section of the Station with three (3) new pumping units (pumps, motors, driveshafts).
 - The new pump motors shall be sized at a minimum in accordance with the following:
 - 30 HP
 - 575 Volt, 3 Phase, 60 Cycle
 - The new pumps shall be sized at a minimum capacity in accordance with the following:
 - 128 L/sec (2028 USGPM)
 - (iii) Design for replacement of existing suction and discharge process piping inside the Station, including all valves and fittings.
 - (iv) Advise on removing existing hydraulic valve on the inflow channel into the Station and replace with a manually operated gate valve complete with remote pedestal actuator.
 - (v) Review and work with input from the Department to design a system for flowmeter(s) installation within the layout of the Station.
 - (vi) Advise on replacing all water distribution piping within the Station, including recommendation for type and placement location of backflow prevention device (must be located on main floor of Station).
 - (vii) Advise on rerouting existing sump pump discharge (in the comminutor chamber) to an alternate location.
 - (viii) Provide recommendation for piping over the existing flumes in the comminutor chamber.
 - (ix) Provide recommendation for making the existing floor hatchway in the comminutor chamber both watertight and airtight.
 - (x) Provide preliminary design drawings showing the required process piping changes, including placement of all valves and fittings.
- (e) Mechanical – HVAC System
- (i) Review existing HVAC system and make recommendations for new system that should incorporate six (6) continuous Air Changes per Hour (ACH) of heated ventilation.
 - (ii) The HVAC system should incorporate 75% recirculated air when unoccupied and electric heat is favoured over gas by the Department.
 - (iii) Propose the means to determine Station occupancy, such as consideration to integrate ventilation system with facility light switch(es).
 - (iv) Determine if the new HVAC system will adequately fit in the layout of the existing Station building structure. Include an elevation of any floor penetrations for ducting and space considerations on lower floor elevations.
 - (v) Provide a P&ID diagram of the proposed ventilation system and associated controls for the existing building. Airflow requirements for each room in the Station must be included.

(f) Electrical

- (i) Review existing service entrance to receive power supply from Manitoba Hydro and recommend required upgrades including renewing service conduit to the Station.
- (ii) Review and provide analysis on historical pump start frequency data (supplied by the Department) to confirm the expected number of pump starts within various dry and wet weather flow conditions to determine if station operation meets expected requirements.
- (iii) Provide a load assessment for the Wastewater Pumping Station to determine the suitability of the existing common power supply.
- (iv) Review the condition of the Customer Service Termination Equipment (CSTE) and advise regarding replacement.
- (v) Provide preliminary design for the 3 ph/600 volt/60 Hz electrical distribution:
 - Propose the style of electrical distribution – Motor Control Centre (MCC), panelboard, etc.
 - Include provision for the following:
 - 1) main breaker,
 - 2) digital power metering,
 - 3) pump motor starters complete with Soft Start/Soft Stops (*Note: Soft Starters must have separate across-the-line bypass contactors and isolation contactors to enable a hard start of the pump motor in the event a soft start unit fails*),
 - 4) design power factor correction,
 - 5) provide starter for the 3 phase ventilation fan,
 - 6) provide a breaker for the 3 phase unit heater(s),
 - 7) provide a breaker for the 120/240V or 120/208V transformer,
 - 8) Provide for the installation of a Transient Voltage Surge Suppressor (TVSS),
 - 9) provide spare space for future expansion,
- (vi) Advise regarding replacement of the existing 120/240V transformer and panelboard.
- (vii) Provide for replacement of the entire station 120/240V wiring, including all lighting. Receptacles and conduits.
- (viii) Provide for 120V power for future flowmeter(s) installation.
- (ix) Identify the electrical classification of all areas of the wastewater pumping station, taking into account the proposed ventilation design and currently accepted standards for wastewater facilities.
- (x) Provide a design basis for the following electrical work, including:
 - General and Environmental requirements,
 - Power Factor Correction,
 - Grounding,
 - 600V distribution,
 - Motor Starters,
 - Transformers,
 - Panelboards,
 - Uninterruptible Power Supplies
 - Lighting
 - Receptacles,
 - Cables and Wiring,
 - Identification of Specific Implementation Requirements.

- (xi) All electrical code requirements to be satisfied.
 - (xii) Provide provision to install digital metering inside the Station, alternately this could be installed inside a new CSTE enclosure; however the new enclosure would require heating in this application.
 - (xiii) Identify the requirements for including a new battery based emergency lighting system for the Station's interior.
 - (xiv) Model the proposed changes to identify approximate arc flash energy levels and ensure that the design provides for Category 2, or lower, arc flash energies within the Station.
 - (xv) Provide recommendations regarding the proposed facility wiring type (Teck cable, Aluminum conduit or PVC conduit).
 - (xvi) Investigate the existing grounding and identify upgrades as required to meet code requirements and good practice.
 - (xvii) In addition to the preliminary design report, the deliverables will include:
 - Single Line Diagram with preliminary arc flash values,
 - Plan layout drawings of electrical distribution within the existing building. Include major automation control panels ensure that HVAC equipment interfaces are accommodated.
- (g) Automation
- (i) Review the existing automation system including pump controls and make recommendations consistent with recent City of Winnipeg Wastewater Pumping Station upgrades.
 - (ii) The Combined Sewer Overflow (CSO) instrumentation in the Station must be maintained, but additional instrumentation will not be installed as part of this project.
 - (iii) Provide for installation of a Flowmeter(s) to totalize all Station discharge and make recommendations regarding the type and configuration of the flowmeter(s).
 - (iv) Make recommendations regarding the I/O to be utilized for each soft starter.
 - (v) Allow for the reuse of the existing Displaced Pressure Cell for use as Station level control.
 - (vi) Review existing Remote Terminal Unit (RTU) panel and provide recommendations for required upgrades to sufficiently run the HVAC system and other Station functions.
 - (vii) Provide recommendations for the type and location of a new room temperature transmitter.
 - (viii) Propose the type and location of a redundant level transmitter in the wet well and verify that the proposed installation will be feasible. Identify and include in the design the required programmable pump controls to allow for level transmitter redundancy.
 - (ix) Determine, with input from the Department, if a local Human Machine Interface (HMI) is desired.
 - (x) Provide details regarding the type and configuration of the ventilation controls. At this time, it is anticipated that the ventilation controls will be integrated with the pump controls.
 - (xi) Provide for additional I/O from soft starters with bypass starters.
 - (xii) Provide in the design for 600 Volt and 120 Volt power fail monitoring inputs.
 - (xiii) Prepare P&ID drawings, following City of Winnipeg standards showing the process and instrumentation for all process, HVAC and miscellaneous services.
 - (xiv) Identify and propose other instrumentation as required. Coordinate with the Department regarding RTU and associated control instrumentation
- (h) Cost Estimate

- (i) Provide an AACE Class 4 cost estimate for the proposed work.

D4.1.4 Preliminary Design Services – Phase II

- (a) Provide a breakout of the fees for the work identified in this section.
- (b) Phase II will only be given authority to proceed if it is determined in by the Work completed in Phase I (D4.1.3), and subject to approval by the Department, that a modification for the existing Station superstructure is required.
- (c) The following components will be included for work under Phase II of the project.
 - (i) Building / Structural:
 - Investigate all buried infrastructure in Station vicinity,
 - Provide a preliminary design for a superstructure replacement or modification which shall include a plan layout of the building and will take into account all adjacent buildings, structures and buried infrastructure. The design must accommodate the desired mechanical, HVAC, electrical and automation services specified.
 - (ii) Mechanical – Process Pumping and Piping:
 - All new process pumping and piping as indicated in D4.1.3(d) shall be adequately fitting into the new confines of the modified building structure.
 - (iii) Mechanical – HVAC System:
 - Provide a P&ID diagram of the proposed ventilation system and associated controls for the new building structure. Revised airflow requirements for each room in the new or modified building must be included.
 - (iv) Electrical:
 - Provide preliminary design for the 3 phase/600 volt/60 Hz electrical distribution to include the following:
 1. Propose the style of electrical distribution (MCC, panelboard, etc.) The electrical distribution may be in a slightly different configuration compared to proposed design installation the equipment in the existing build as previously detailed in Phase I,
 2. Prepare Single Line Diagram(s) with arc flash values,
 3. Plan layout drawing of electrical distribution within the new building, include major automation control panels and ensure that HVAC equipment interferences are accommodated.
 - (v) Automation:
 - Advise regarding any changes to the automation system for a new building superstructure.
 - (vi) Provide an AACE Class 4 cost estimate for the proposed work

D5. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

- D5.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Consultant are the property of the City and shall not be appropriated for the Consultants own use, or for the use of any third party.
- D5.2 The Consultant shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Project Manager.
- D5.3 The following shall be confidential and shall not be disclosed by the Consultant to the media or any member of the public without the prior written authorization of the Project Manager;
 - (a) information provided to the Consultant by the City or acquired by the Consultant during the course of the Work;
 - (b) the Contract, all deliverables produced or developed; and

(c) any statement of fact or opinion regarding any aspect of the Contract.

D5.4 A Consultant who violates any provision of D5 may be determined to be in breach of Contract.

SUBMISSIONS PRIOR TO START OF SERVICES

D6. AUTHORITY TO CARRY ON BUSINESS

D6.1 The Consultant shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Consultant does not carry on business in Manitoba, in the jurisdiction where the Consultant does carry on business, throughout the term of the Contract, and shall provide the Project Manager with evidence thereof upon request.

D7. INSURANCE

D7.1 The Consultant shall procure and maintain, at its own expense and cost, insurance policies with limits no less than those shown below.

D7.2 As a minimum, the Consultant shall, without limiting its obligations or liabilities under any other contract with the City, procure and maintain, at its own expense and cost, the following insurance policies:

(a) Comprehensive or Commercial General Liability Insurance including:

- (i) an inclusive limit of not less than \$2,000,000 for each occurrence or accident with a minimum \$2,000,000 Products and Completed Operations aggregate and \$5,000,000 general aggregate;
- (ii) all sums which the Consultant shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting therefrom) sustained by any person or persons or because of damage to or destruction of property caused by an occurrence or accident arising out of or related to the Services or any operations carried on in connection with this Contract;
- (iii) coverage for Products/Completed Operations, Blanket Contractual, Consultant's Protective, Personal Injury, Contingent Employer's Liability, Broad Form Property Damage, Employees as Additional Insureds, and Non-Owned Automobile Liability;
- (iv) a Cross Liability clause and/or Severability of Interest Clause providing that the inclusion of more than one Insured shall not in any way affect the rights of any other Insured hereunder in respect to any claim, demand, suit or judgment made against any other Insured;

(b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Consultant directly or indirectly in the performance of the Service. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.

(c) Professional Errors and Omissions Liability Insurance including:

- (i) an amount not less than \$5,000,000 per claim and \$5,000,000 in the aggregate.

D7.2.1 The Consultant's Professional Errors and Omissions Liability Insurance shall remain in force for the duration of the Project and for twelve (12) months after total performance.

D7.3 The policies required in D7.2(a) shall provide that the City is named as an Additional Insured thereunder and that said policies are primary without any right of contribution from any insurance otherwise maintained by the City.

D7.4 The Consultant shall require each of its Subconsultants to provide comparable insurance to that set forth under D7.2(a).

- D7.5 The Consultant shall provide the Project Manager with a certificate(s) of insurance for itself and for all of its Subconsultants, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Services, but in no event later than the date specified in C4.1 for the return of the executed Contract. Such Certificates shall state the exact description of the Services and provide for written notice in accordance with D7.10.
- D7.6 The Consultant may take out such additional insurance as it may consider necessary and desirable. All such additional insurance shall be at no expense to the City.
- D7.7 All insurance, which the Consultant is required to obtain with respect to this Contract, shall be with insurance companies registered in and licensed to underwrite such insurance in the Province of Manitoba.
- D7.8 If the Consultant fails to do all or anything which is required of it with regard to insurance, the City may do all that is necessary to affect and maintain such insurance, and any monies expended by the City shall be repayable by and recovered from the Consultant.
- D7.9 The failure or refusal to pay losses by any insurance company providing insurance on behalf of the Consultant or any Subconsultants shall not be held to waive or release the Consultant or Subconsultants from any of the provisions of the insurance requirements or this Contract. Any insurance deductible maintained by the Consultant or any Subconsultants under any of the insurance policies is solely for their account and any such amount incurred by the City will be recovered from the Consultant as stated in D7.8.
- D7.10 The Consultant shall not cancel, materially alter, or cause any policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the City.

SCHEDULE OF SERVICES

D8. COMMENCEMENT

- D8.1 The Consultant shall not commence any Services until it is in receipt of a notice of award from the City authorizing the commencement of the Services.
- D8.2 The Consultant shall not commence any Services until:
- (a) the Project Manager has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D6;
 - (ii) evidence of the insurance specified in D7;
 - (b) the Consultant has attended a meeting with the Project Manager, or the Project Manager has waived the requirement for a meeting.
- D8.3 The City intends to award this Contract by December 19, 2014.

D9. CRITICAL STAGES

- D9.1 The Consultant shall achieve critical stages of the Services for this Contract in accordance with the following requirements:
- (a) The preliminary design report shall be completed and accepted by the Department by March 7, 2015.

APPENDIX A – OLIVE WASTEWATER PUMPING STATION HISTORICAL RECORD DRAWINGS

- **DRAWINGS:**

- Drawing 1-0169L-E0001-001
- Drawing 1-0169L-P0001-001
- Drawing 1-0169L-P0002-001
- Drawing 403
- Drawing 403-A
- Drawing 403-B
- Drawing 1116
- Drawing 4295
- Drawing L-S-35
- Drawing L-S-38
- Drawing S-265
- Drawing S-424