

ATLANTIC FIRST NATIONS WATER AUTHORITY

REQUEST FOR PROPOSALS

(RFP)



Project Management Services for
Eskasoni First Nation

ISSUE DATE: January 20, 2023

CLOSING DATE: February 13, 2023

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REQUEST FOR PROPOSALS

Project Management Services for AFNWA - Eskasoni First Nation

1. PURPOSE

The Atlantic First Nations Water Authority (AFNWA) is a First Nations owned non-profit organization incorporated under the Canada Not-for-Profit Corporations Act on July 18, 2018.

AFNWA is positioned to provide drinking water and wastewater services for its participating communities. An Asset Management Plan [AMP] was developed for Eskasoni which included a capital plan for a 10-year planning horizon. The AMP will be provided to interested parties through a Non-disclosure Agreement and returned to AFNWA at the conclusion of the tender process. This contract will provide additional resources to the AFNWA staff to ensure effective and efficient management of the planned projects, close liaison with engineering and operations staff, Eskasoni Band staff and coordination with other work in the community.

2. BACKGROUND

Delivered by a regional water authority owned by First Nations, the AFNWA is a progressive, innovative, and long-term solution for water and wastewater management for Atlantic First Nations communities.

With the inclusion of traditional knowledge and culture, environmental stewardship, the spiritual aspects of water and Two-Eyed Seeing, the AFNWA provides safe, clean drinking water and wastewater for participating First Nations communities in Atlantic Canada.

3. PROBLEM STATEMENT AND/OR GOALS

The AFNWA seeks Project Management Services for water and wastewater projects in Eskasoni First Nation. A list of projects is summarized below:

- Design and upgrade or replacement of the existing wastewater treatment facility.
- Design and upgrade or replacement of existing wastewater lift stations.
- Design and upgrade of the existing potable water facility to meet GUDI requirements including expansion of the building enclosure.
- Design and replacement of water mains, hydrants, and appurtenances.
- Design and upgrade of SCADA system to meet AFNWA Master Plan standards.
- Miscellaneous projects arising from operations and maintenance activities.

4. SCOPE OF SERVICES

The scope of the services covers the following tasks:

- Manage procurement and delivery of contracted work including:
 - Design services by consultants
 - Supply of equipment by vendors
 - Construction work by contractors

- Lead and facilitate procurement processes to engage consultants and contractors while ensuring compliance with AFNWA procurement policies
- Maintain project management documentation
 - Cost and budget tracking for design and construction activities including Contemplated Change Orders, Change Orders
 - Master Project Schedule
 - Project Charters
 - Requests for Information submissions and resolutions
- Provide Monthly Project Status Reports
- Lead and facilitate biweekly Project Team meetings with the steering committee and consultant/contractors
 - Record, draft and distribute meeting minutes, including a listing of action items
 - Support and coordinate the completion of action items
- Complete project administrative tasks to meet AFNWA requirements such as input to reports to the AFNWA Senior Management Team, CEO and/or Board
- Provide oversight and monitoring of consultants and contractors; tasks include:
 - Facilitate and coordinate kickoff meetings and site visits
 - Attend consultant/contractor meetings
 - Review schedules and updates
 - Request recovery plans should schedule(s) slip
 - Review invoices and provide payment recommendations
 - Provide oversight and monitoring of progress of work and deliverables to ensure contractual and milestone obligations are met
 - Coordinate design and report reviews with AFNWA and other subject matter experts as assigned by AFNWA
- Conduct detailed reviews and provide feedback on project information which may include field reports, infrastructure assessments, cost estimates, and other correspondence as provided by consultants/contractors and/or other stakeholders
- Manage and monitor the change management processes for each project
- Provide liaison with the First Nation community and other stakeholders as appropriate to coordinate upcoming work in the community to avoid conflicts and to schedule construction work accordingly

5. CRITERIA SELECTION COMMITTEE

The AFNWA will have a select group of experienced individuals participate on the selection committee.

6. OWNERSHIP OF PROGRAM MATERIALS (if applicable)

The AFNWA will have complete and full ownership and use of all reports and materials (“works”) produced by the contract under this project and shall have copyright therein. In consideration of entering into the agreement, the contractor must agree, in writing, to waive all moral rights (as

defined by the *Canadian Copyright Act*) in any works in which copyright subsists.

7. REQUEST FOR PROPOSAL PROCESS

7.1 Closing Date

Each proposal must be received no later than 4:00 pm on February 13, 2023.

The anticipated start date of the services is early March 2023.

Proposals may be sent by e-mail or hard copy (mail or courier).

Proposals that are submitted by mail must also be submitted with one electronic copy (Word or PDF Format).

If delivery is made by courier service, the proposal must be received at the correct location by the time and date specified. It is the responsibility of the proposer to see that the delivery is made as required in this RFP.

The following email address shall be used for submission of the electronic copy of proposals:
procurement@afnwa.ca

The following address shall be used for submission of the hard copy of proposals:

Atlantic First Nations Water Authority Inc.
13 Treaty Trail
Millbrook, NS, B6L 1W1
Attention: John Lam, P.Eng., Manager of Engineering

Receipt of proposal submissions will be acknowledged via e-mail upon receipt, provided a valid e-mail accompanies the proposals.

Proposers will be responsible to check the AFNWA website for addenda or notifications about the RFP process.

7.2 Late Proposals

Late proposals will not be accepted and will be returned to the proposer.

7.3 Evaluation and Selection

In recognition of the importance of the procedure by which a proposer may be selected, the following criteria outline the primary considerations to be used in the evaluation and consequent awarding of this project (not in any order).

The proposal's selection will be based on the following criteria and any other relevant information provided by the proposer in the submission. The AFNWA reserves the right to prioritize and weigh the importance of each sub-criterion within the identified technical criteria confidentially.

The AFNWA reserves the right to reject any or all proposals and not necessarily accept the lowest priced proposal. The AFNWA also reserves the right to waive informality or technicality in any proposal.

The Selection Committee will evaluate each proposal. The AFNWA will be solely responsible for deciding which proposal may be chosen as successful. AFNWA reserves the right to accept any or all parts of a proposal.

The proposals will be evaluated based on the following criteria:

- Proposed project staff – 30%
- Work outline and methodology – 5%
- Qualifications and demonstrated experience – 15%
- Cost – 50%

The following Bid Value Reductions may be applied:

If Indigenous owned (>50% beneficial ownership): Up to 10% Bid Value Reduction

If non-Indigenous owned, historical evidence of commitment to source from or employ Indigenous businesses or people: Up to 5% Bid Value Reduction

Has demonstrable commitment towards minimizing environmental impact through environmental policies and procedures that either proactively/pre-emptively reduce carbon emissions, or that neutralize unavoidable environmental impact with activities that benefit the future of our planet: Up to 5% Bid Value Reduction

7.4 Evaluation Criteria

Responsive proposals will be evaluated in accordance with the criteria indicated in the previous section and more fully described below.

7.4.1. Proposed Project Staff

The proposal shall identify responsible professionals in all disciplines, the managers, the technical experts, and others contributing to the project. This should include staff in-house and those who are sub-consultants. Work shall be undertaken by registered and licensed staff to practice in Nova Scotia.

Extra points will be awarded for Indigenous team members, with higher points for more senior Indigenous staff involvement.

7.4.2. Work Outline and Methodology

The proposal shall outline the methods for accomplishing the proposed work. Describe what, where, when, how and in what sequence work will be carried out during the contract term. Consider how each task may be carried out; what services or interaction the Client representative requires. Identify any distinct and substantive qualifications for undertaking the proposed contract, such as availability

of specialized equipment or unique approaches or concepts relevant to the required expectations.

The evaluation committee will score the proposal based on their perception of its clarity, completeness, and presentation. This criterion is not used to rate colour, graphics, or other visual techniques but only for content.

7.4.3. Qualifications and Demonstrated Experience

The proposal shall describe previously completed projects with direct involvement by Project Team members that are related in size and scope to this project. Describe the dollar amount of the contract and a brief narrative of the successes encountered. Address how the experience will help you perform under this contract and provide references for each project. Indicate which of the proposed firms and project staff were involved in each referencing project. Extra points will be awarded for specific experience working with First Nation organizations and communities. Experience with Eskasoni First Nation would be an asset.

7.4.4 Cost and Timing of Study

The consultant should demonstrate the availability of proposed team members and that the required technology and/or contracts can be in place to produce the deliverables in the time required.

The consultant shall provide an estimated Upset Limit for the outlined scope of work. Provide a Time-Task matrix showing the number of hours allocated and hourly rates for each staff for each task/subtask, and estimated expenses.

The prices quoted must be in Canadian dollars. AFNWA is HST exempt, so the successful proposer will be provided with a copy of its HST exemption letter.

8. DEBRIEFING

At the conclusion of the RFP process, the successful proposer will be notified and requested to enter into a contract with AFNWA. A debriefing of unsuccessful proposers will be provided if requested.

9. ESTIMATED TIME FRAMES AND PROCESS

The following timetable outlines the anticipated schedule for the RFP and contract process. The timing and the sequence of events resulting from the RFP may vary and shall ultimately be determined by AFNWA and the Criteria Selection Committee.

Request for Proposals issued: January 20, 2023

Request for Proposals closes: February 13, 2023

Anticipated date for Proposals evaluation to be completed: February 27, 2023

Anticipated date for contract to be awarded: March 6, 2023

10. REQUEST FOR PROPOSAL PREPARATION

10.1 Signed Proposals

Each proposer must ensure that the proposal is signed by a person authorized to sign on behalf of the company/institution in response to this request for a proposal. The proposer shall not replace or add subcontractors without the express written approval of the authorized contracting official.

10.2 Notification and Correspondence

For questions and clarification about the RFP, the proposer can contact John Lam, Manager of Engineering. John Lam can be reached by email (John.Lam@afnwa.ca) or phone (902-830-9646). However, in the interest of fairness, all questions will be answered in writing and sent to all responsive proposals via addenda.

10.3 Changes to Proposal Wording

The proposer will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the AFNWA for purposes of clarification.

10.4 Working Language of the AFNWA

The working language for the purposes of this RFP is English and all responses to the RFP must be in English

10.5 Proposers' Expenses

Proposers are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with AFNWA, if any. If AFNWA elects to reject all proposals, AFNWA will not be liable to any proposer or its team for any claims, whether for costs or damages incurred by the proposer in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

10.6 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the closing date.

10.7 Firm Pricing

Prices will be firm for the entire contract period unless this RFP specifically states otherwise.

10.8 Currency and Taxes

- Prices quoted must be: In Canadian dollars.
- The AFNWA is HST exempt, and the successful proposer will be provided a copy of its HST exemption letter.

11. DEFINITION OF CONTRACT

Document No. 35 Engineering Agreement Between Client and Project Manager as issued by the Association of Consulting Engineering Companies (Canada) will be the Contract for this work. Acceptance of a Non-Disclosure Agreement will be required.

12. LIABILITY FOR ERRORS

While the AFNWA has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for proposers. The information is not guaranteed or warranted to be accurate by AFNWA, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve proposers from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

13. MODIFICATION OF TERMS

The AFNWA reserves the right to modify the terms of this RFP at any time in its sole direction. This includes the right to cancel this RFP at any time prior to entering a contract with the successful proposer.

14. OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents, including proposals, submitted to the AFNWA, become the property of AFNWA. They will be received and held in confidence by AFNWA.

15. USE OF REQUEST FOR PROPOSALS

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals.

16. CONFIDENTIALITY OF INFORMATION

Information pertaining to the AFNWA obtained by the proposer, because of participation in this project, is confidential and must not be disclosed without written authorization from the AFNWA. The successful consultant will be requested to sign a Non-Disclosure Agreement and comply with OCAP (Ownership Control Access and Possession) requirements.

17. INSURANCE

After the proposal has been selected, the successful consultant shall provide proof of coverage for the following insurance:

1. Workers Compensation
2. Professional liability insurance
3. General liability insurance