

City of Revelstoke



Request for Expression of Interest

EOI-2013-01 Sewer Treatment Plant Odour Control

Closes December 20, 2013

Introduction

The City of Revelstoke is issuing this Request for Expressions of Interest to evaluate qualified Engineering Consultants interested in assist the City with developing a solution to reduce or remove odour issues at the Revelstoke Sewer Treatment Plant.

The City will be evaluating those Expressions of Interest received and developing a short-list of companies. A Request for Proposal document for the project will be issued to the short-listed companies in early 2014.

Background

The existing treatment plant is located at Powerhouse Road, and is comprised of a screening chamber contained within a building followed by two aerated lagoons with a detention time of approximately six days. Effluent is disinfected prior to discharge to the Illecillewaet River.

Odour has been identified as an issue, particularly in the summer months by nearby residents, and H₂S testing conducted around the treatment plant confirms that H₂S concentrations in the range of 2-3ppm are occurring in the vicinity of the exhaust fan of the screening facility and concentrations around the lagoons ranged from 0-0.004ppm. Results of the testing will be available to the successful consultant from the request for proposals. The City is anticipating construction/installation of the selected odour control solution to be completed by June 30, 2014.

Wind patterns in this area are predominately from the east, with a funneling effect from Box Canyon on the Illecillewaet River. While winter temperatures normally range from -20 to +10 degrees Celsius, summer temperatures range from 20 to 35 degrees Celsius.

Submission Details

Expressions of Interest documents must be delivered either:

1. in a sealed envelope marked "CONFIDENTIAL – Contract EOI-2013-01 – Expression of Interest for Sewer Treatment Plant Odour Control" addressed to the Engineering Department, will be received at the Information Counter, Second Floor, Revelstoke City Hall, 216 MacKenzie Avenue, Revelstoke, BC V0E 2S0. A single pdf version of the documents shall be included in the package either as a USB drive or CD/DVD; or
2. as a single pdf attachment by email to development@revelstoke.ca with the subject line: "CONFIDENTIAL – Contract EOI-2013-01 – Expression of Interest for Sewer Treatment Plant Odour Control"

Documents will be received by the City of Revelstoke until **2pm local time on Friday December 20, 2013**. The City will NOT accept submissions received by facsimile. Submissions received after this time will be returned unopened. Applicants are entirely responsible for ensuring receipt of submissions.

The City reserves the right to cancel this Request for Expressions of Interest for any reason without any liability to any proponent or to waive irregularities at their own discretion. This Request for Expression of Interest is not a tender and implies no obligation for the City to award work through a call for proposals or tender in the future.

All Expressions of Interest will remain confidential, subject to the limitations of the Freedom of Information and Privacy Act.

Enquiries

1. Clarification of terms and conditions of the proposal process shall be directed to:
Gail Ferguson – Engineering and Development Admin Assistant
Telephone: 250-837-3637
E-mail:
2. Technical clarification shall be directed to:
Darren Komonoski - Manager of Operations
Telephone: 250-837-2001
E-mail:

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Revelstoke Staff that affect the Expressions of Interest process will be issued as addenda by the City of Revelstoke to all registered proponents and on BC Bid.

Expression of Interest Requirements

A Request for Proposals including a detailed terms of reference will be issued to short-listed consultants as relevant engineering services are required by the City of Revelstoke. Note that City policy requires that all consultants engaged by the municipality carry a Public Liability and Professional Indemnity Insurance.

1. General

Maximum 2 page introductory letter.

2. Relevant Company Experience

This section must include:

- A list of recent relevant project experience, with a specific focus on odour control design, and problem solving.
- A list of the current personnel that worked on the projects.

- Project descriptions should include a summary of scope, location, construction value, technologies used, procurement method, length of time from design to completion of construction/project, key personnel and client contact information (telephone, fax, e-mail).

The total listing of projects should be no longer than two (2) single sided letter sized pages per subject area.

3. Personnel

This section must include:

- Identification and brief description of experience of key company personnel, and project managers. Note that the signing Professional Engineer that would be responsible for the project should be identified. Resumes or Curriculum Vitae (CV) may be included as an appendix.
- Statement of total local staff complement.
- Identification of any non-local staff with availability and office location.

4. Resources

This section must include:

- Identification of design resources available within the company, such as software.
- Any other specialized resources that the proponent believes will add value to their submission.

5. References

This section must include:

- Minimum of three (3) municipal government client contacts for similar work done within the last five years.

Note that the Request for Expression of Interest submission should be no more than 12 pages in total, excluding personnel resumes/CV and project sheets.

Score Card

The Consultant shortlist will be determined by using a score-card similar to the sample 'score card' attached, (Schedule A)

Client/Consultant Contract

For any subsequent Request for Proposals issued by the City of Revelstoke, the successful proponent will be required to enter into a contract for services with the City based upon the information contained in the Request for Proposal and the successful proponents' submission and any modifications thereto.

Proponents may include in the Expression of Interest their standard terms of engagement for information purposes only. The City will enter into a client/consultant contract such as the ACEC Document 31 or similar for each contract or project.

Schedule A – Example Score Card

Consulting Services - EOI-2013-01 Sewer Treatment Plant Odour Control RFEOI – Score Card							
CONSULTANT:				RATED BY: DATE:			
Factor	Weight (100)	Enter Value in Appropriate Column					Weighted Total
		Poor (0.3)	Marginal (0.5)	Fair (0.7)	Good (0.9)	Excellent (1.0)	
Compliance with RFEOI	15						
Company Experience	10						
Proj. Manager Experience	15						
Team Quality	30						
Resources	10						
References	15						
Quality of EOI	5						
Totals	100						