

Township of Southwold

Request for Expression of Interest & Statement of Qualifications:

Project A - Engineering Services for New Sanitary Servicing of Shedden & Fingal

Project B - New Tertiary Membrane Wastewater Treatment Plant in Shedden

1. Introduction

Southwold Township is hereby soliciting proposals for engineering services for the above. This EOI and RFQ request will be used to determine the relative qualifications of interested and available consulting engineering firms to perform the scope of work required for design and construction of one (1) new membrane WWTP and two (2) new sanitary collection and conveyance systems from new development. Southwold Township is seeking to select and formally engage one or two firms that can demonstrate proven expertise in the following categories.

1. New local sewer system (2) pre-design, costing, ECA, design, and contract administration.
2. Feasibility analysis & functional design report for new sanitary conveyance system.
3. Functional design report & estimated capital and operating costs for MBR treatment plant.
4. Detailed design drawings, specifications, tender forms, and contract documents for new local sanitary collection, low pressure and SPS forcemain conveyance, and MBR plant.
5. Services during construction including contract administration and inspection.

The objective of this RFQ is to solicit interest and credentials from professional engineering firms licensed in the Province of Ontario and in good standing with the Association of Professional Engineers Ontario to work on this project. System design and financing ideas will be considered. Respondents are encouraged to submit their qualifications for either or both projects as indicated on the scoring evaluation matrix. This project might be separated into two (2) distinct projects at the detailed RFP Stage 2 and for the subsequent engineering agreements depending on the results, details and scoring of the Stage 1 submissions.

2. Two-Stage Consultant Selection Process & RFQ Evaluation Criteria

This request will be followed by the detailed evaluation of all interests received according to the criteria and points listed on the table provided below. This will result in a shortlisting of two (2) or three (3) respondents who will be invited to prepare detailed cost proposals. Part of the evaluation at one or both stages might include a 45-minute interview by the Southwold evaluation team.

This request does not commit Southwold to select a consultant or pay any proposal costs, and the Township reserves the right to accept or reject any or all proposals and waive all technicalities. All submissions will be retained by the Township and will not be returned or unduly copied.

3. Anticipated Consultant Selection Schedule

Southwold anticipates the following general timeline for this selection process and reserves the right to change this schedule.

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| • RFQ Advertise and Invite | October 2021 |
| • Deadline for Statement of Qualifications | Nov 12, 2021 |
| • Evaluation of RFQ submissions | December 3, 2021 |
| • Detailed RFP(s) to shortlist of Engineers | December 2021 |
| • Deadline for detailed cost proposals | January 28, 2022 |
| • Evaluation of cost proposals | February 2022 |
| • Interviews (if needed) | February 2022 |
| • Final Consultant Selection & Council Approval | March 2022 |

4. Background Information

The following documents must be reviewed by the respondents for their EOI and Q&E submissions.

Report No. CAO 2021-26 to Municipal Council April 19, 2021

Development in Shedden and Fingal - Summary of EA and Recommendations for Next Step by: Lisa Higgs, CAO/Clerk in consultation with Jeff Carswell, Treasurer & Bryan Pearce, Planner

[Report No. CAO 2021-26 – Development in Shedden and Fingal](#)



5. EOI and RFQ Proposal Evaluation Criteria

Southwold New Development Servicing								
Engineering Services for Sanitary Servicing in Shedden & Fingal								
Request for Expression of Interest & Statement of Qualifications								
Stage 1 Proposal Evaluation Criteria								
			ROI/Q&E Evaluation Points			Score	Score	Score
1	Project Manager	Name	Corp. Title	Years	CV Projects			
	A. Sanitary Conveyance		5	5	5			
	B. MBR WWTP		5	10	15			
2	Project Engineers	Name	Letters					
	A. Sanitary Conveyance							
	Gravity Sewers		3	3	5			
	Low Pressure Systems		3	3	5			
	Pump Stations		3	3	5			
	B. MBR WWTP		5	15	15			
3	Co. Experience & Commitment				Co. Projects			Score
	A. Sanitary Conveyance							
	Gravity Sewers	design, contract admin.			5			
	Low Pressure Systems	design, system optimization			5			
	WW Pump Station	design, contract admin.			5			
	Other Related e.g. project similarity, collection system optimization				10			
	B. MBR WWTP	design, contract admin.			15			
	Other Related e.g. project similarity, pre-tendering WWTP equipment				10			
4	Client References							Score
	A. Sanitary Conveyance							
	Gravity Sewers				5			
	Low Pressure Systems				5			
	Pump Stations				7			
	Other Related e.g. project similarity, collection system optimization				10			
	B. MBR WWTP							
	Other Related e.g. project similarity, pre-tendering equipment., etc.				10			
5	Points Evaluation				Total Score			Score
		Points Available:	A. Sanitary Conveyance		100			
			B. MBR Treatment		100			



6. Engineering Agreement

An agreement for professional services will be negotiated and executed between Southwold Township and the engineering firm(s) to be selected to best meet the needs of Southwold and its ratepayers on this important project. The engineering firm(s) to be recommended to Council will be determined based on the evaluation of the Stage 1 qualifications and the Stage 2 detailed cost proposal from the highest qualified firms shortlisted in Stage 1.

7. MECP ECA & Utilities Permitting

The selected firm(s)/team(s) will be responsible for preparing and submitting all required environmental and utility permitting applications including, but not limited to: MECP ECA, Hydro One, MTO, Conservation Authority, MNR, gas and telecommunications.

Recent ECA experience on approval of public sanitary wastewater conveyance and MBR design projects will be critical to the scoring evaluation matrix.

8. Proposal Format

To facilitate review of the qualifications by Southwold Township, submissions should observe the following recommended format and content organization.

- 1. Coversheet** - List EOI/RFQ project name and number; name of the firm; and name, address, telephone number, and email address of a contact person for questions or clarification regarding the proposal submitted (1-page max.)
- 2. Firm/Team Background** - Provide a narrative of the firm's prior experience and qualifications with projects of similar size and complexity. Include a general description of the firm/team's capabilities with information related to history, overall size, location of company headquarters, local office location and type of business. Include all sub-consultants (2 pages max.)
- 3. Project Team Organization** - Provide a project team organization chart of the proposed Technical Team members (including sub-consultants) proposed for this project (1 page diagram).
- 4. Project Team Members** - Provide information for each team member listed on the organization chart with office location where they currently work, phone numbers of each primary team member identified, and their expected availability. Include specific experience and project role, and attach full CV. Only staff to be directly involved in the execution of the project shall be included as shown on the table of evaluation criteria.
- 5. Sub-Consultants** - Provide the name of each firm, services to be provided, office location, contact name, and website link.
- 6. Firm/Team Experience** - Briefly summarize the firm/team's municipal wastewater collection and treatment system planning, design, and construction experience within the last (5) years. Select the best 3 similar projects completed in Ontario that are similar in scope and magnitude to this project. Identify the role of the proposed project team members that were involved. Provide references for each project including name, position, physical address, phone number, and email address (3 pages max.).



7. Project Understanding/Approach - Provide a description of the overall approach your team will follow to complete the project that might differentiate your firm from the others (1 page max.).

8. Quality Assurance/Quality Control Program QA/QC - The firm/team's submission should include an outline of its QA/QC program and what the Township can expect at the key stages of the project (1 page max.).

9. Legal, Safety, Insurance, and Financial - The firm/team's submission shall disclose any issue of litigation associated with similar project performance or professional liability during the past 10 years that could affect the performance and completion of this project. A short statement of safety issues that the firm/team might have had and resolved should also be provided which might also assist with the evaluation. Also provide a statement or other information to confirm the firm/team's general good financial standing.

10. Stage 2 Engineering Evaluation Estimated Cost & Rate Schedule - Please provide hourly rate schedule for identified project personnel, including travel, overhead and miscellaneous expenses. Do not include estimated Lump Sum or other prices for services (1 page max.).

11. Other Supporting Data - Include other information relevant to the RFQ criteria as identified in the table of RFQ evaluation criteria (1 page max.; summary table preferred).

9. Proposal Technical Submission Requirements

1. Proposal packages must be stamped hard copy received by Friday November 12, 2021 at 4:00 P.M. at the Fingal offices of Southwold Township. Facsimile and/or electronic submissions will not be accepted.

2. Respondents shall submit two (2) professional bound copies and one electronic file (flash drive and/or digital cloud-based file link) of the proposal package to the municipal offices of Southwold Township in Fingal, Ontario. All submitted responses will be retained by the Municipality and not returnable.

3. Proposals shall be in a sealed envelope marked "Statement of Qualifications for the Southwold New MBR Project". Envelope shall show the name of the engineering firm and the PEO Certificate of Authorization No. clearly identified.