



Infrastructure Services

**Request for Proposals
No. 2023-IS-03**

**Holland Creek (Mackie Rd) Dam D720190
Assessment and Decommission**

For further information
please contact:

Ryan Bouma, P. Eng.
Dir. of Infrastructure Services
250-245-6440
rbouma@ladysmith.ca

RFP Issue Date:	July 21, 2023
RFP Closing Date:	August 10, 2023 at 2:00 pm,
RFP Opening:	August 10, 2023 2:15 pm,
Location of Bid Opening:	Ladysmith City Hall



1. Introduction

The Town of Ladysmith is seeking proposals for a qualified consultant with experience in dam assessment and decommissioning. The consultant will be expected to assess the current condition of two abandoned dams and one active dam within the municipality of Ladysmith and then provide further recommendations for the decommissioning of Holland Creek (Mackie Rd) Dam D720190.

This need arose after BC Dam Safety reviewed the condition of several dams on Holland Creek and noted the relatively poor condition of the lower Mackie Road dam. After staff discussed the dam origins and condition with BC Dam Safety and the Town's Council it was determined that decommissioning the dam was likely the best path forward. The other two dams reviewed require engineering input, but are on a lower priority timeline.



Based on the dam condition, BC Dam Safety has expressed some urgency and need to assess the dam prior to the high winter flows in the creek and implement temporary remedial measures until decommissioning is practical. As such, a detailed schedule is expected in proposal submissions along with the proposed scope of work, cost estimate, company profile, and staff qualifications. Additionally, ability to expand the scope of work in the future to include design, remediation, reporting, construction administration, etc. will help support proposal submissions.

Supporting information about the dams, such as correspondence with BC Dam Safety, may be requested from the Town contact via email.

2. Required Project Deliverables

The following project deliverables are considered a minimum requirement. Cost estimates should be based on the scope of work stated in this RFP and additional optional scope priced separately so that all proposals can be reviewed equally.

The consultant shall, at minimum:

- Review the background information available from the Town. Information is quite limited;
- Attend site and review the condition of three dams, each between 2 and 5m high of various ages and condition. The dams are Holland Creek Water Supply Dam D720174, Holland Creek (Colonia Dr) Dam D720191, and Holland Creek (Mackie Rd) Dam D720190;
- Survey the three dams and create existing condition drawings of each dam which includes crest width, dam height, spillway elevation, estimated storage volume, and other pertinent details;
- Provide a preliminary condition assessment for each dam with brief recommendations for any immediate needs; and
- Provide detailed recommendations for the Holland Creek (Mackie Rd) dam for the winter conditions and decommissioning in 2024. An environmental assessment by a QEP is likely required for the plan to be accepted by BC Dam Safety.

It is likely that a further scope of work will be negotiated at a later time for preparation of construction drawings, tender documents, contract administration, etc. once the project is better understood with the above deliverables.

3. Response Content

All respondents should include the following information in their proposal. Proposals will be evaluated and short-listed based on the graded points below.

- Project understanding (5);
- Proposed scope of work appropriate (25);
- Detailed schedule of the work (20);
- Team information including any subconsultants and additional capacity (15);
- Similar project work recently completed (10);
- Cost estimates to complete the work (20); and

An additional 5 points will be used to evaluate general presentation of the proposal for a total of 100 evaluation points for short-listing only.

As part of the submission review process, proponents may be required to present their proposal and approach to the Town staff. Proposals will be reviewed and evaluated by a

committee comprised of Town staff. During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

4. Enquiries

All enquiries related to this “Request for Proposal” are to be directed to:

Ryan Bouma, P. Eng, Director of Infrastructure Services
rbouma@ladysmith.ca
250-245-6440

5. RFP Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website (www.ladysmith.ca/city-hall/bid-opportunities) and on BC Bid.

6. Proposal Submission

Proponents are requested to submit their proposals **no later than 2:00pm on August 10, 2023** to the attention of:

Matt O’Halloran, Manager of Corporate Services
Town of Ladysmith
410 Esplanade - PO Box 220
Ladysmith, BC V9G 1A2
Email: bid@ladysmith.ca

Proposals must be submitted by email. The Town is not responsible for the timely receipt or adequacy of any electronic transmissions, and late receipt of Proposals via email or facsimile will be cause for rejection of a Proposal.

All submissions must be clearly marked “Request for Proposals No. 2023-IS-03”.

The successful bidder will be required to obtain and provide proof of the following:

- A current business licence for operating in the Town of Ladysmith
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafe BC
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured
- Federal, provincial and municipal permits when and where applicable

Submissions in response to this RFP will be opened privately at the Town of Ladysmith City Hall on **August 10, 2023 at 2:15pm.**

7. Proposal Evaluation

The Town will evaluate short-listed proposals based upon but not limited to, the following:

- Quality of the proposal
- Fee quote
- Principles of best value (see below)
- Demonstrated proven experience
- Accessibility and responsiveness
- Reference checks

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal cost, residual value, training cost, maintenance cost, product performance and environmental impact;
- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade; and
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment.

- Up to five (5) percent of the evaluation score will be allocated based on the proposal's contribution to the following community benefits:
 - *Economy*
 - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
 - Contribute to a stronger local economy (buy local)
 - Increase training and apprenticeship opportunities
 - Provide work experience and employment opportunities for youth aged 15 to 24
 - Ensure that a Living Wage for the local area is paid
 - *Public Spaces*
 - Enhance community recreation, arts and/or culture infrastructure
 - Improve and enhance public spaces
 - Improve access to public spaces for people living with disabilities
 - *Environment*
 - Demonstrate that work undertaken exceeds requirements for environmental standards

8. Ownership of Proposals

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.