



LADYSMITH

Infrastructure Services

Request for Proposals

No. 2022-IS-08

Holland Dam Annual Inspection

For further information
please contact:

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

RFP Issue Date: July 8, 2022
RFP Closing Date: July 27, 2022 2:00 pm,
RFP Opening: July 27, 2022 2:15 pm,
Location of Bid Opening: Ladysmith City Hall



1. Introduction

The Town of Ladysmith (Town) is seeking proposals for a consultant to complete an independent Annual Inspection of the Holland Lake Dams. The Town's primary water source comes from Holland Lake, approximately 6kms southwest from downtown. There are two similar, earth-filled dams on the west and east sides of the lake built circa 1980. Town staff complete regular inspections in accordance with Dam Safety's "Very High" consequence rating requirements; however, an independent inspection is now required.

The Town has some background documentation including a record of drawings by Thurber, a 2012 Annual Inspection by EBA, and a 2019 Inundation Study by Austin Engineering. These documents are available upon request.

2. Required Project Deliverables

The inspection and reporting shall be completed by a Professional Engineer registered in British Columbia in accordance with BC Dam Safety requirements. The report should describe the dams, the current condition, report data collection, and provide any recommendations. The Town plans to submit the report to Dam Safety and that the report be accepted.

3. Response Content

All respondents should include the following information in their proposal

- Methodology to complete the scope of work;
- Personnel and subconsultants (if required);
- Similar work and qualifications;
- General schedule / timing; and
- Clearly stated Costs and fees.

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.
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. Addenda will be posted on the Town's website (<https://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 July 27, 2022** to the attention of:

Donna Smith, 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. 2020-IS-08".

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

- A current business licence for operating in the Town
- 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 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 City Hall on **July 27, 2022 at 2:15pm**.

7. Proposal Evaluation

The Town will evaluate 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 Town to buy on price alone.

The Town's 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 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 and shall not be copied or distributed without the prior written approval of the Town.