



Northern Town of La Ronge
Box 5680 1212 Hildebrand Drive
La Ronge, Saskatchewan S0J 1L0

REQUEST FOR PROPOSAL #MO-2021-09

Downstream User Impact Study for the Wastewater Treatment Plant

RFP No.: MO-2021-09

Issued Date: **October 1, 2021**

Submission Deadline Date: **October 14, 2021, 11:59 a.m. CST**



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Project Title:	Downstream User Impact Study for Wastewater Treatment Plant
Project Location:	Near Waste Water Treatment Plant (WWTP) (North/East end of Bedford Drive), La Ronge, Saskatchewan
Contact Information:	Sagar Aryal 306-425-8725 municipaloperations@laronge.ca

1. PROJECT BACKGROUND AND OBJECTIVES

The Town of La Ronge (Town) is a community with a population of 2,688 (2016 Stat.) situated in northern Saskatchewan. The Town is located 240 km north of Prince Albert. Highway 2 connects Prince Albert and La Ronge with an average travel time of less than 2.5 hours. See Figure 1 for the detailed location and map.

The Town has existing Wastewater Treatment Plant (WWTP) at the North/East end of Bedford Drive. The Town is collecting sewage into WWTP by various sewage pump stations. The collected sewage is treated by sequencing batch reactor process (see details in attached document). Treated effluent is being monitored and disposed to the land close to WWTP. The town has effluent quality and quantity data for past many years. The Town has planned to perform downstream users impact study (DUIS). A DUIS has to identify effluent discharge objectives that differ from those listed in the regulations, and may identify parameters (such as phosphorus, industrial contamination, etc.) that are not listed in the regulations but may have a significant impact on downstream lands/waters. Town is seeking bids/quotes to complete the study within six months. The DUIS to be submitted to the WSA which would involve an environmental assessment of the receiving stream body. This DUIS would make recommendations to the WSA of proposed effluent criteria limits, that if accepted by the WSA could become the limits as set in the operating license. Please see attached information for existing WWTP and effluent discharge. The Consultant bidding for this project should have previous similar work experience. Strong recommendations from past project (effluent release projects with Town or with other municipalities) will be great asset.

2. ADDRESS FOR DELIVERY THE BIDS/QUOTES

The Consultants are encouraged to submit the proposal electronically in a single pdf file which must be delivered to the Town by email at: municipaloperations@laronge.ca. Alternate option to submit the proposal is by mail (PO Box 5680, La Ronge SK S0J 1L0) or drop in person to the town office.

The Town will confirm receipt of emails. Note that the maximum file size the Town can receive is 10Mb. If sending large email attachments, Consultants should phone [306-420-8725] to confirm receipt. A Consultant bears all risk that the Town's computer equipment functions properly so that the Town receives the Proposal.



3. DATE

The Town of La Ronge prefers to receive the quote by **October 14, 2021 by 11:59 AM**. Town will award the project within **six weeks** of bid submission deadline.

4. INQUIRIES

All inquiries related to this RFQ should be directed in writing to the person named below (the “**Town Representative**”). Information obtained from any person or source other than the Town Representative may not be relied upon.

Name: Sagar Aryal, Director of Municipal Operations

E-mail: municipaloperations@laronge.ca

Reference: MO-2021-09

5. CODES AND STANDARDS

- a) Occupational Health and Safety Act – 2014.
- b) WSA Guidelines

6. ADDENDA

If the Town determines that an amendment is required to this RFP, the Town’s Representative will issue a written addendum by posting it on SaskTenders and the Town’s Website at www.laronge.ca (the “Town Website”) that will form a part of this RFP. It is the responsibility of Consultant to check the SaskTenders Website and the Town Website for addenda. The only way this RFP may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFP or may be relied upon by any Consultant. By delivery of a Proposal, the Consultant is deemed to have received, accepted and understood the entire RFP, including any and all addenda.

7. NO CONTRACT

This RFP is simply an invitation for proposals (including prices and terms) for the convenience of all parties. The Town may negotiate changes to any terms of a Proposal, including negotiation of amendments to Consultants’ prices in Schedule B to a Proposal, and may negotiate with one or more Consultants or may at any time invite or permit the submission of proposals (including prices and terms) from other parties who have not submitted Proposals. This RFP does not commit the Town in any way to select a Consultant or to proceed to negotiations for a contract, or to award any contract, and the Town reserves the complete right to at any time reject all Proposals and to terminate this RFP process.



8. ACCEPTANCE

A proposal will be an offer to the Town which the Town may accept at any time by signing the copy of the Proposal and delivering it to the Consultant. A Proposal is not accepted by the Town unless and until both the authorized signatory of the Consultant and the authorized signatory of the Town have signed. Delivery of the signed Agreement by the Town may be by fax or pdf e-mail or hard copy. In that event, the contract will be comprised of the documents included in the definition of Town's Agreement (separate document, could be requested separately).

Method of payment is governed by Town's policy as well as applicable federal and provincial law.

9. CONSULTANT'S EXPENSES

Consultants are solely responsible for their own expenses in preparing and submitting Proposals, and for any meetings, negotiations or discussions with the Town or its representatives and consultants, relating to or arising from this Tender document or RFP. The Town and its representatives, agents, consultants and advisors will not be liable to any Consultant for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any matter whatsoever, incurred by the Consultant in preparing and submitting a Proposal, or participating in negotiations for a contract, or other activity related to or arising out of this RFP.

10. CONSULTANT'S QUALIFICATIONS

By submitting a Proposal, a Consultant represents that it has the expertise, qualifications, resources, and relevant experience to supply the Goods (if any) and perform the Services.

11. CONFLICT OF INTEREST

A Consultant should disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the Town, its elected or appointed officials or employees. The Town may rely on such disclosure.

12. SOLICITATION OF COUNCIL MEMBERS AND TOWN STAFFS

Consultants and their agents will not contact any member of the Town Council, Town staff or Town consultants with respect to this RFP regarding the question or confirmation for the project, other than the contact person named in Section 4, at any time prior to the award of a contract or the cancellation of this RFP and which could be viewed as one Consultant attempting to seek an unfair advantage over other Consultants.



13. CONFIDENTIALITY

All Proposals become the property of the Town and will not be returned to the Consultant. All Proposals will be held in confidence by the Town unless otherwise required by law. Consultants should be aware the Town is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of Saskatchewan.

14. SIGNATURE

The legal name of the person or firm submitting the Proposal should be inserted in the Proposal. The Proposal should be signed by a person authorized to sign on behalf of the Consultant and include the following:

- I. If the Consultant is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Proposal should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Proposal on behalf of the corporation is submitted;
- II. If the Consultant is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the Town that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- III. If the Consultant is an individual, including a sole proprietorship, the name of the individual should be included.

15. MULTIPLE CONSULTANTS

The Town reserves the right and discretion to divide up the Goods and Services, either by scope, geographic area, or other basis as the Town may decide, and to select one or more Consultants to enter into discussions with the Town for one or more Contracts to perform a portion or portions of the Goods and Services. If the Town exercises its discretion to divide up the Goods and Services, the Town will do so reasonably having regard for the RFP and the basis of Proposals.

In addition to any other provision of this RFP, Proposals may be evaluated on the basis of advantages and disadvantages to the Town that might result or be achieved from the Town dividing up the Goods and Services and entering into one or more Contracts with one or more Consultants.



16. DELIVERY OF REPORT AND SCOPE OF SERVICES

GENERAL

1. The consultant must have past experience of DUIS
2. The work of all Divisions or Sections, unless otherwise stated, shall include the study of existing effluent quality and quantity and provide a detailed report to Town.
3. The Consultant is responsible for delegation and coordinating with Town Staffs, SaskWater, WSA, etc.
4. Town anticipates a thorough review of the study of treated wastewater release and associated documents in order to provide a detailed report of existing challenges and issues along with recommendations for future improvements and upgrades to address these in a written report.

SCOPE OF WORK

1. Consultants should review all documents/data related to WWTP and treated water quality and quantity.
2. Consultants should coordinate with various stakeholder to collect the information for the WWTP
3. Consultant should determine the impact of releasing effluent to the downstream users;
4. Consultant should recommend some measures to minimize the impact due to the effluent release;
5. Review the case and determine the possible/future impacts in the projected 20 year horizon
6. Worst case scenario analysis
7. Consultant should consider for regulatory change;
8. Consultant should provide comprehensive summary of issues that the Town may face in the upcoming decade;
9. Consultant should provide summary of conclusions and recommendations based on the investigation.
10. Consultant should review all past communication and document from provincial and federal authorities, and manage to mitigate all the deficiencies
11. Consultant should develop the effluent discharge criteria based on the downstream objectives.
12. Consultant should identify the impacts to downstream habitats and uses that could arise from the proposed discharge of effluent. Potential impacts could be associated with water-quality effects, hydrological effects, effects on ice formation and stability, etc.
13. Consultant should define of the downstream path of the discharged effluent, with attention to fish and wildlife habitat, water wells, domestic and agricultural uses, etc
14. The WSA is responsible for approval of the scope of the DUIS and for adoption of recommendations made in it. Therefore, the planning and finalization of the DUIS is to be done in consultation with the WSA (and Town).



EFFLUENT DISCHARGE SITE CONDITION

1. The existing discharge site is currently working.
2. Consultants are welcome to have a site visit prior to proposal submission.

EXISTING DATA

1. Town will provide all previous drawings, reports and data related to WWTP and effluent discharge

SURVEY DATA

1. Some survey will be needed for this project.
2. In case of any survey data requires, consultant should mention the type of survey work and its cost in .

ADDITIONAL DOCUMENTS TO REVIEW

1. Previous WWTP effluent quality and quantity data
2. WWTP design drawings and reports
3. 2018 Infrastructure Master (Drainage routes)
4. Previous DUIS Report (if any)
5. All provincial and federal compliance reports related to

17. DOCUMENTATION

The Town will provide past reports and lab tests needed for this project. Upon completion of the work, the Town may require the Consultant to sign and date the map verifying the work was completed to standard and return it to the Town.

18. SCHEDULE OF WORK AND HOURS OF OPERATION

The general hours of operations of Town will be 7:00 a.m. to 7:00 p.m. Days of operation will be Monday through Friday. All inquiries will be replies in the weekdays.

19. STAFF LIST AND RATES

The Consultant shall supply all necessary staff list and their rate as per requested quote.

20. TYPICAL TOWN RESPONSIBILITY ITEMS

- c) The Town will:
 - i) Provide information related to town and effluent release



- ii) Communicate with Consultant on regular basis and discuss about the detail scope of work;
- iii) Review the draft report and comment
- iv) Issue the payment within a month after approving the work/project.

21. TYPICAL CONSULTANT RESPONSIBILITY ITEMS

- d) The Consultant will be responsible for:
 - i) Collect all data for the WWTP and effluent
 - ii) Coordinate with operators, Town, Engineers, SaskWater, WSA, etc.
 - iii) Site visit and assessment
 - iv) Review past lab data and issues
 - v) Recommend the solutions to mitigate/minimize the current and future issues
 - vi) Prepare draft report and coordinate with all parties for the comments
 - vii) Present and submit final report
- e) Quotes must include:
 - i) Price breakdown including:
 - (1) All forms (completed) attached with this RFP
 - (2) Statement of commitment to timeline
 - (3) General Liability Insurance (min. \$2 M)
 - (4) Staff list and rates
 - (5) Travel Info
 - (6) 30-day validity of quote
 - (7) All applicable additional services and their fees
- f) Consultants will be deemed the prime Consultant once awarded.

22. TIMETABLE/SCHEDULE

Project Schedule	Date
Submission deadline	Before 11:59am CST October 14, 2021
Site meet*	October 12, 2021 (inform 24 hours in advance)

*Attending the site meeting is not mandatory to be considered in this bid. Consultants interested in a site meet must communicate intent to attend site meet at-least 24 hours in advance to the Project Manager (contact above). All site meetings will begin at the Town of La Ronge Public Works Shop, 420B Finlayson St. La Ronge at 11am.
Questions regarding scope of work will be responded to until 4pm October 13, 2021.



2) EVALUATION CRITERIA

Performance Criteria	Maximum Points Assigned
Total cost	60%
Location of business (local preference)	5%
Timing & project completion schedule	10%
Firm profile and qualifications	10%
Past effluent quality experience with Town of La Ronge	10%
Submitting proposal for both WWTP Assessment and DUIS	5%
TOTAL	100

**23. SUBMISSION FORMS****PRICING FORM**

PART A: Provide the costs for each of the project components, as follows:				
Item #	Qty	Unit	Description	Price (\$)
1			Site Visit (min. 2) to collect information	
2			Review existing information, research, analysis	
3			1-2 hours meeting to present draft and final report– two times	
4			Preparation and submission of DUIS report	
5			Additional survey to complete the DUIS	
6			Mention if any work item requires to complete DUIS	
7				
8				
9				
10				
Total Cost				
GST + PST				
Grand Total				

Note: All base and subbase gravel should be compacted 98%. The quantity of work could be added or decreased on site during the construction, the additional quantities of work will be paid at same rate.

**PART B:**

Provide staffs and their rates.

In case Town needs support for additional work at the same time, Town will have option to get some services from the Consultant.

Staff Title	Hourly Rate (CAD \$)	Comments
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	

Note: Overheads, General Conditions and Profit are to be included in the above amounts.

Items	Information (Please fill)
Start (Data Collection) Date	
Completion (Final Report Submission) Date	
Could be completed within February 2022 (Y/N)	
Could be completed within May 2022 (Y/N)	

**MANDATORY REQUIREMENTS FORM**

Proponents should complete the following Mandatory Requirements table:

The Proponent agrees to the following:	Yes	N	Page # in Submission
MANDATORY INFORMATION REQUIREMENTS			
<ol style="list-style-type: none">1. <i>Proponent has at least \$2 million liability insurance</i>2. <i>Proponent has previous experience of with Town</i>3. <i>Proponent has previous experience of similar project</i>4. <i>Proponent could complete the project with in 2021 (if NOT please mention start and completion data)</i>5. <i>Completed all (four) submission forms</i>6. <i>Proponent is responsible for collecting lots of past report and lab test to complete DUIS report.</i>7. <i>Proponent is aware that Town of La Ronge is 4 hours north from Saskatoon.</i>			
Quality Assurance The Successful Consultant must ensure that the pipes, valves, and fittings will be installed in accordance with industry standards and allapplicable local, Provincial, and/or Federal codes, standards, and regulations in effect at time of quote including but not limited to: <ul style="list-style-type: none">• <i>The Saskatchewan Occupational Health & Safety Regulations</i>• <i>Water Security Agency, Saskatchewan</i>			
Compliance At a minimum, the Successful Consultant and the products proposed must comply with the requirements of the following organizations: <ul style="list-style-type: none">• <i>Canadian Standards Association (CSA)</i>• <i>Environmental Canada Guidelines</i>• <i>Sewage Works Design Standard – WSA - 2012</i>			

**PROPONENT INFORMATION FORM**

Please fill out the following form, naming one person to be the Proponent's contact for the RFP process and for any clarifications or communication that might be necessary.

Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent Contact Name and Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
Proponent Contact Email:	

The Proponent acknowledges the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between TOLR and the Proponent unless and until TOLR and the Proponent execute a written Agreement for the Deliverables.

Signature of Proponent Representative

Title of Proponent Representative

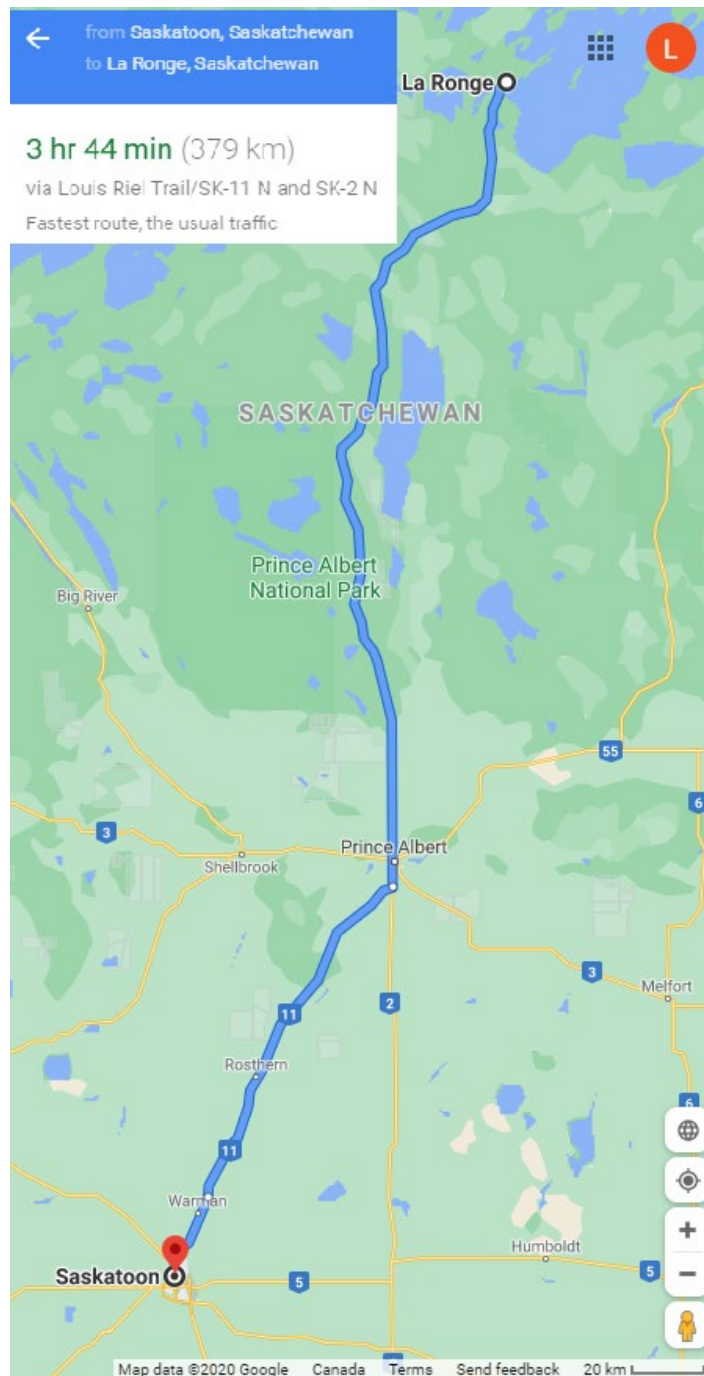
Name of Proponent Representative

Date



24. REFERENCES AND FIGURES

a) Project Location



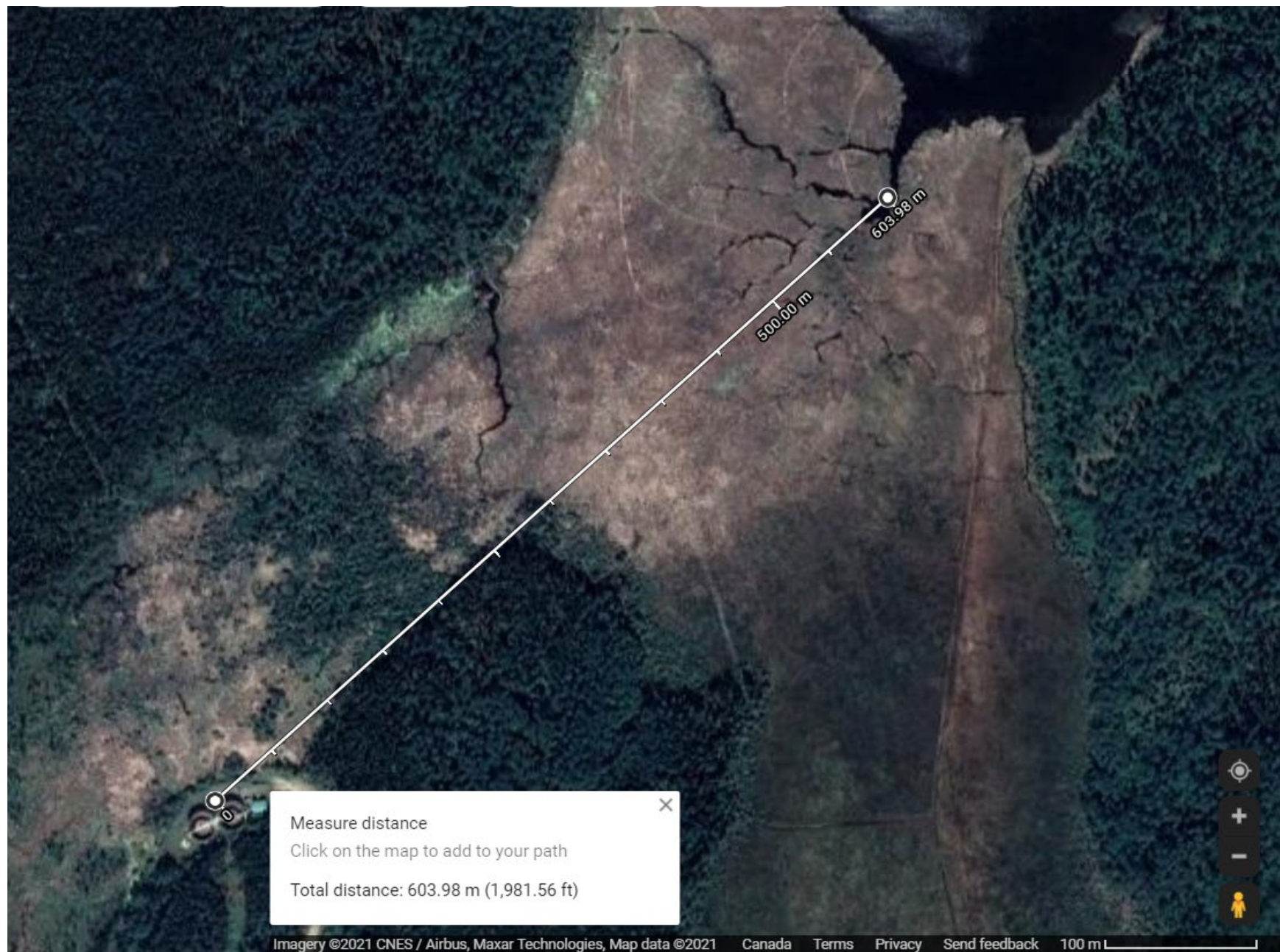


- b) Detail Drawings – WWTP and effluent discharge area

Please see attached



Two Sequential Batch Reactor Basins with WWTP building



WWTP is more than 600m away from McGibbon Bay

c) Existing Pictures

Please see attached



d) Agreement Letter (only with a successful proponent)

A draft agreement could be requested separately at municipaloperations@laronge.ca

The final wording of the provisions of the Agreement, including the scope of work and terms and conditions, may be subject to negotiation with the Successful Consultant.

End of Scope Statement -