



**Request for Proposals #2021-01
Village of Hazelton
Flood Mitigation Detailed Designs**

Issued: JULY 26, 2021

CLOSING DATE AND TIME: FRIDAY, AUGUST 6, 2021 up to 4:00p.m. (local time)

The Village of Hazelton invites proposals from qualified professionals or firms to undertake development of local Flood Mitigation Detailed Designs for the Hazelton area, which will include the municipality of the Village of Hazelton and may include the Gitanmaax Band.

The Village has experienced significant flood threats in the past due to its location adjacent the Bulkley and Skeena Rivers. Therefore, it is important for the Village to prepare for potential flooding in the future.

The Village of Hazelton has applied for a grant under the Flood Risk Assessments, Flood Mapping, and Flood Mitigation Planning stream of the Community Emergency Preparedness Fund (CEPF) program. Proponents are requested to consider the validity of their proposals with respect to anticipated infrastructure funding deadlines in October 2021.

All request for proposal documents are available through BC Bid; at the Village of Hazelton Municipal Office located at 4310 Field Street., Hazelton, BC; or on the Village of Hazelton website: www.hazelton.ca. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their proposal.

Questions regarding this Request for Proposals must be submitted by email to lgasser@hazelton.ca and must be received no later than 1:00 p.m. PST August 2, 2021. Questions received later than the stated time and date may not be acknowledged or answered.

Introduction/Background:

The Hazelton area has experienced significant flooding threats in the past due to its location along the Bulkley and Skeena Rivers. Major flood events have occurred in the Hazelton Area in 2007, 1991, 1948, and 1936. The Village of Hazelton recognizes the severe damage that can result to a municipality as well as the reality that it can take years to recover from a serious flood. Hazelton was designated an area subject to recurrent and severe flooding by the Province in September 1999. Changing climate and flood events will be exacerbated in the coming years and it is important for the Village to prepare for inevitable future flood events in our community.

To assist with these efforts, the Province of British Columbia, through Emergency Management BC and the Union of British Columbia Municipalities, is offering a suite of funding streams under the Community Emergency Preparedness Fund. The Village of Hazelton intends to apply Federal flood mitigation infrastructure funding in October 2021 and will need the detailed designs requested in this RFP to be completed in time for submission.

Summary of Work:

While the final scope of work will be further defined with the successful firm, the Proponent will provide Detailed Designs of flood mitigation measures identified in the Hazelton Flood Mitigation Plan that will, amongst other things, assist the Village:

Data Review and Site Visit

- Data:
 - o 2019 LiDAR data
 - o 2021 Flood Mapping / Modelling
 - o 2021 Flood Mitigation Plan
- Geotechnical and hydrotechnical inspection of existing dike and proposed dike area
- Assess local erosion and scour hazards

Preliminary Design

- Present conceptual options to stakeholders and choose recommended option or options to move forward to detailed designs:
 - o Recommended:
 - Earthen Berm (Dike 1); and
 - 'Demountable flood wall' in (Dike 2).
- Hydraulic Design:
 - o Modify 2-dimensional model to include proposed dike structure
 - Obtain design height (will increase w/ decreased flood area)
 - Use velocities / shear stress for erosion protection
- Geotechnical Design:
 - o Collect borehole samples for proposed location
 - o Dike slopes, layers (types and thicknesses)
- Structural:
 - o Assess loads on demountable flood walls to design concrete footing
- Civil:
 - o Tie ins for existing infrastructure
- Preliminary Design Drawings
- Preliminary Cost Estimate (+/- 20%)

Detailed Survey

- Survey utilities, legal property boundaries
- Assume could use LiDAR data from 2019

Detailed Design

- Detailed design memo
- Detailed design drawings
 - o Property boundaries
 - o Utilities
 - o Construction footprint
 - o Current and final grade contours
 - o Typical and detailed sections
 - Dike layers and structural components
 - Dike slopes and elevations
 - Armouring and erosion treatments (e.g. riprap, seeding)
 - Excavation requirements
 - Key material volumes
 - o General and technical specifications (e.g. compaction requirements, armouring sizes etc.)
- Issued for Tender drawings
- Pre-tender cost estimate (+/- 10%)

The Proponent must consult the following documents to assist in developing the deliverables expected in this RFP:

- Provincial Flood Hazard Area Land Use Management Guidelines
- Flood Mapping in BC: APEGBC Professional Practice Guidelines V 1.0
- Federal Flood Mapping Guidelines Series

From the above, the following project deliverables are desired:

- Completion of Preliminary Designs:
 - Preliminary Design Drawings
 - Preliminary Cost Estimate (+/- 20%)
- Detailed Design Package:
 - Issued for Tender drawings
 - Pre-tender cost estimate (+/- 10%)
- Presentation of the Flood Mitigation Detailed Designs to the Village of Hazelton Council.

Available Resources:

The Village of Hazelton will make the following available to the successful Proponent:

- Skeena River and Bulkley River Flood Study: Floodplain Mitigation Plan Report (SNC-Lavalin April 2021).
- Skeena River and Bulkley River Flood Study: Floodplain Inundation Mapping Report (SNC-Lavalin April 2021).

Details of Submission:

Firms responding to this RFP are expected to highlight qualifications and experience in performing this work. The successful firm will be expected to enter into a contract with the Village based on the agreed-upon scope, fees and schedule. Respondents must demonstrate high levels of competence and experience and identify a project team and, in specific, a team Lead.

The proposal must provide a general overview of the Proponent, its structure, size, and capability to perform the work required. This section should specifically highlight the recent and relevant project experience that demonstrates the Proponent's suitability to undertake the scope of work. References relating to relevant project experience, including contact name and details of the projects are preferred.

Proposed Methodology:

The proposal must clearly describe in detail the proposed methodology, taking into account all requirements of this RFP. This section should address the work effort and, if applicable, the role and participation of each team member in the proposed work. The proposed methodology should also identify any potential options, or changes to the outlined approach, that could be advantageous to the Village. Any such changes and optional work should be identified specifically, or outlined as a separate section.

Work Schedule and Fee:

The total proposed cost of the project must include:

- a) An all-encompassing fee showing a breakdown of the Proponent's fees, and all disbursements with applicable taxes listed separately, billable rates for staff assigned to this project, or other expenses as required under Project Scope; and
- b) Work schedule to show the cost of each major part, key tasks to complete the project, and overall timelines required.

Project Deliverables:

The Proponent will clearly identify in the proposal any specific project milestones, check-in points and deliverables.

Proposal Submission:

All contract documents are available through the BC Bid website. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed and included in their bid. Questions regarding specifications can be directed to Lina Gasser, Chief Administrative Officer.

Proposals will be accepted up to **4:00 p.m. (local time), Friday, August 6, 2021**. Proposals must be submitted to Lina Gasser by email at lgasser@hazelton.ca and file sizes must not exceed 15mb.

It is the sole responsibility of the Proponent to ensure that its proposal is received at the

above location and by the time stipulated. Proposals received after the stipulated time will be rejected. The Village of Hazelton reserves the right to accept or reject all or any proposal and to waive any informality, incompleteness or error in any proposal.

Proponents must refer to the RFP documents for the terms governing the bid process. All proposals received by the Village of Hazelton Chief Administrative Officer become the property of the Corporation of the Village of Hazelton and, as such, are subject to the *Freedom of Information and Protection of Privacy Act*. Once a contract has been awarded the name(s) of the successful Proponent(s) will be available to the public upon request.

Proposals must be received prior to the closing time and in the manner noted above. The legal name and address of the Proponent is to be used on the proposal documents. Pricing is to be in Canadian dollars.

All costs incurred by Proponents in the preparation and presentation of their proposal will be at their own expense.

Definitions:

- a) "Band" means the Gitanmaax Band, a First Nation organization that operates under the umbrella of the Gitksan Government Commission.
- b) "Contract" means the written agreement resulting from the Request for Proposals executed by the Corporation of the Village of Hazelton and the successful Proponent.
- c) "Corporation" means the Corporation of the Village of Hazelton.
- d) "Proponent" means an individual, consultant, or a company that submits, or intends to submit a proposal in response to this Request for Proposals.
- e) "Record" includes books, documents, maps, data, metadata, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.
- f) "Village" means the Village of Hazelton.

Evaluation:

Evaluation of proposals and selection will be by Village staff and/or external consultants. Proposals will be checked against the mandatory proposal requirements and the Village of Hazelton will evaluate the proposals meeting those requirements to select the proposal most advantageous to the Village of Hazelton. The submissions will be evaluated based upon several factors. Evaluation criteria are listed in Appendix A of this RFP. The Proponent who scores the highest value in the evaluation criteria may or may not be selected by the Corporation to enter into contract negotiations.

Discrepancies or Omissions:

Proponents finding discrepancies or omissions in the Request for Proposals documents or having any doubts to the meaning or intent of any part thereof, should immediately notify Lina Gasser, Chief Administrative Officer for the Village of Hazelton, in writing via email. Responses, if not already addressed in the RFP, will be issued in the form of addendum and posted to BC Bid and www.hazelton.ca. No oral interpretations will be effective to modify any

provisions of the RFP, unless a written addendum has been issued by the Chief Administrative Officer, prior to the advertised closing date and time. The Proponent is solely responsible for ensuring any addenda are downloaded, reviewed, and included in their proposal. No responsibility will be accepted for oral instructions. Addenda or correspondence issued during the Request for Proposals period shall be considered part of this document and will become part of the final Contract document.

Irrevocability of Proposals:

By submission of a clear and detailed written notice, the Proponent may amend or withdraw its proposal prior to the closing date and time. Upon closing time, all proposals become irrevocable and may not be withdrawn for a period of **90 days** following the closing date and time. By submission of a proposal, the Proponent agrees that should its proposal be deemed successful, the Proponent will enter into a contract with the Village, the content and format of such contract to be determined by the Village of Hazelton.

Alterations to Proposal:

Prior to the time and date of the Request for Proposals closing, any Proponent may withdraw or change their proposal without penalty or forfeiture by giving notice in writing or email to: Lina Gasser, Chief Administrative Officer for the Corporation of the Village of Hazelton, P.O. Box 40, Hazelton, BC V0J 1Y0; lgasser@hazelton.ca. Any amendment submitted which results in the disclosure of pricing or other salient points of the original proposal will result in disqualification of the Proponent.

The Proponent will not change the wording of its proposal after closing and no words or comments will be added to the proposal unless requested by the Village for purposes of clarification.

Liability for Errors:

While the Village used considerable efforts to ensure an accurate representation of the information in this Request for Proposals, the information contained in the Request for Proposals is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Village, nor is it necessarily comprehensive or exhaustive. Nothing in this Request for Proposals is intended to relieve Proponents from forming their own opinions and conclusions with respect to the matters addressed in the Request for Proposals.

Agreement with Terms:

By submitting a proposal, the Proponent agrees to all the terms and conditions of this Request for Proposals. Proponents who have obtained the Request for Proposals must not alter any portion of the document, with the exception of adding information requested. To do so will invalidate the proposal.

Modification of Terms:

The Village reserves the right to modify the terms of the Request for Proposals at any time at its sole discretion.

Proponent's Expenses:

Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the Village, if any. If the Village elects to reject all proposals, the Village will not be liable to any Proponent for any claims, whether costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

Acceptance and Rejection of Proposals:

The Corporation may not necessarily accept the lowest priced proposal or any proposal. At its sole discretion, the Corporation reserves the right to reject any or all proposals received and to accept any proposal which it considers advantageous, whether or not it is the lowest priced proposal.

The Corporation reserves the right to accept the proposed offer in total or in part, to reject any or all offers, to waive any minor informalities, irregularities or technicalities and to accept the offer deemed most favourable to the Corporation.

Proposals must meet all the requirements stated herein to be eligible for consideration. Proposals that are unsigned, incomplete, conditional, illegible, unbalanced, obscure or that contain additions not called for, reservations, erasures, alterations or irregularities of any kind, may be rejected.

The Corporation reserves the right to obtain additional information from the Proponents to clarify the information in their submission.

In the event that only one proposal is received, the Corporation reserves the right to return the proposal unopened. Proposals received after the closing time will not be opened.

The Corporation is not under any obligation to award a contract, and reserves the right to terminate the Request for Proposals process at any time, and to withdraw from discussions with all or any of the Proponents who have responded. **The Corporation shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved proposal.**

Contract Negotiation:

The Corporation reserves the right to negotiate specific terms of the contract with the short-listed Proponents prior to the final award of the contract. The Corporation also reserves the right to negotiate specific terms of the contract with the Contractor as the contract progresses.

Confidentiality and Security:

This document or any portion thereof may not be used for any purpose other than submission of a Proposal. The successful Proponent shall agree not to divulge or release any information that has been given to it or acquired by it on a confidential basis during the course of carrying out its duties or performing its services. It is the Corporation's policy to maintain confidentiality with respect to all confidential information related to the Requests for Proposals, but the Corporation is subject to the *Freedom of Information and Protection of Privacy Act*.

WorkSafe BC:

For the purpose of the contract, the successful Proponent must provide to the Village proof of coverage under the Worker's Compensation Act and a letter/proof of good standing with WorkSafe BC.

Insurance:

As a condition of entering into a contract with the Proponent, the selected Proponent will be required to provide (and maintain for the duration of the contract) proof of a Commercial General Liability policy covering bodily injury and property damage liability in the amount of at least Two Million Dollars (\$2,000,000) from an insurance company licensed to carry out general insurance in the Province of BC. The policy shall be in the name of the Proponent and have added as additional insured the Corporation of the Village of Hazelton. The policy shall provide the Village with 30 days' notice of cancellation or material changes to the policy.

Failure to Comply:

If the Proponent is awarded the contract proposed and fails or refuses to enter into that contract, the Proponent shall, without limitation, be liable to the Corporation in securing a substitute Proponent.

APPENDIX 'A'

Vendor:

Evaluator:

Date:

CRITERIA	Possible Points	Total Points Given
VENDOR CAPABILITIES:		
<ul style="list-style-type: none"> Experience with commercial corporations or government clients: Does the Proponent demonstrate experience with clients similar to the size and scope required in the RFP? How clearly does the Proponent detail this information? Does the Proponent have knowledge of Hazelton and the area? 	10	
<ul style="list-style-type: none"> To what extent do the references reflect ability? Did the Proponent provide sufficient detail to determine ability? Reference checks? Does the Proponent demonstrate an ability to meet schedules and required deliverables with positive outcomes? 	10	
<ul style="list-style-type: none"> Years of experience (Minimum 3-consecutive years): Experience relates to the amount of time in providing the RFP service requirements, not necessarily the time the business has been in operation. 	20	
<ul style="list-style-type: none"> Project personnel qualifications: Are key personnel roles, responsibilities and resumes identified and provided? Did they clearly identify personnel? Does the organizational chart support the level of service required? Does the Proponent clearly explain any subcontractor roles, responsibility and qualifications? 	20	
<ul style="list-style-type: none"> Professional memberships and certification: Does the Proponent provide information on current professional memberships and certifications? 	15	
Total Vendor Capability Points (A)	75	

CRITERIA (Continued)		
Total Bid Price (excluding GST & PST)	[Out of 25]	\$
TOTAL OVERALL POINTS	100	

Village of Hazelton Flood Mitigation Detailed Designs
RFP #2021-01

Addendum #1

Q: Please confirm as per the summary of work section on page two that proponents shall only consider detail design Dike 1 and Dike 2 for the fee estimate.

Further to that, please confirm that Dike 9 is not part of the scope of this RFP.

A: The village will only want design work for Dike 1 and Dike 2 and Dike 3 found in Figure 5-1 on Page 20 of the Flood Mitigation Plan Report.

Q: What is the budget the village has set for this project?

A: The village's budget for this project cannot exceed \$150,000.