



REQUEST FOR PROPOSAL – WATER TREATMENT SYSTEM UPGRADES RFP# 2020 – 04

This Request for Proposal seeks to establish a successful contractor to the water treatment system upgrades for the community of New Ross.

Vendors have the sole responsibility to register their intention to bid to ensure they receive any Addendum or notifications regarding this RFP. The entire RFP can be found online at sipeknekatik.ca/category/public-tenders/

The complete bid submission must be submitted no later than 12:00 PM local time, Thursday, September 17th, 2020. Submissions received after this date will not be accepted.

Complete bid submissions can be submitted in a sealed envelope marked RFP #2020-04 to the address below:

Rhonda Knockwood
Director of Operations
Sipekne'katik
522 Church Street,
Indian Brook NS B0N 2H0

The lowest or any bid not necessarily accepted.



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1. Contact Information and Timelines

Contact Information:

Copies of the RFP document are available at <http://sipeknekatik.ca/category/public-tenders>.

Sealed proposals will be accepted until 12:00 PM local time, Thursday, September 17th, 2020. Proposals must be signed, submitted in a sealed envelope and addressed:

Re: RFP #2020-04

Rhonda Knockwood
Director of Operations
Sipekne'katik
522 Church Street
Indian Brook, NS
B0N 2H0

Timelines:

| | |
|------------------------------|---|
| Thursday, August 27, 2020 | RFP Advertised |
| Thursday, September 3, 2020 | Bidders on-site review of existing conditions |
| Thursday, September 17, 2020 | Deadline for Proposal Submissions |
| Monday, September 21, 2020 | Notification of Successful Vendor |

2. Definitions

Bidder – any individual, company or corporation that has submitted a bid to the Band

Successful Bidder – the successful bidder, as decided by the Band, from the bidders to perform all or part of the quotation

Contractor – interchangeable with the successful bidder

Band – Sipekne'katik (formally known as Shubenacadie Band)

3. Background & Context

Sipekne'katik is seeking proposals from qualified contractors to facilitate, with the Director of Operations, upgrades to the existing water treatment system in New Ross. The work generally includes the supply and installation of new electrical and mechanical equipment for the reduction of iron, manganese, arsenic, fluoride and uranium in groundwater.

A representative of Sipekne'katik will meet with all interested bidders on Thursday, September 3rd, 2020, at 2:00 pm to visually review existing conditions of the water treatment plant facility. Please register your intention to attend at sknockwood@sipeknekatik.ca.

The Sipekne'katik has a fundamental belief that a strong commitment to the environment, as well as the health and safety of its employees, visitors and contractors, is essential to the optimal operation and long-term viability of its business. In line with this belief is the Sipekne'katik's commitment to ensuring that its employees, as well as visitors and contractors, know their environmental, health and safety responsibilities, and work in a safe manner as possible.

Moreover, contractor work practices are on-site activities with significant implications for the environment and the management of health and safety within the Sipekne'katik. The Sipekne'katik will take every opportunity to align itself with contractors that are equally committed to the health and safety of their employees and the worksite environment.

4. Objective and Purpose

The purpose of the RFP is to receive proposals from qualified contractors to conduct the upgrades to the New Ross water treatment system located at the New Ross pump house.

The contractor will be responsible for all sub-contractors, environmental and any necessary equipment and materials.

The main objective that the Band hopes to achieve are:

- a. Completion of the water treatment system upgrades in the New Ross community;
- b. Ensure the residents have access to safe drinking water during construction;
- c. Proper controls in place for health and safety; and,
- d. Efficiencies in contracted operations within the Band's infrastructure.

5. Deliverables

The contractor will be required to provide the following:

- a. Pressure tanks.
- b. Filter vessels complete with media for multimedia, greensand and calcite filtration.
- c. Reverse osmosis skid.
- d. Chlorination equipment.
- e. HDPE storage tanks.
- f. Booster pumps.
- g. Pipe, valves and fittings.
- h. Instrumentation (free chlorine analyzer and remote dial out alarm system).
- i. If required, have a list of sub-contractors to assist in the necessary repairs needed at the Contractor's expense.
- j. Supply their equipment, insurance, vehicles, fuel, at their own expense.
- k. All construction of this bid is to be completed under provincial and band standards and specifications.

- I. All required Health and Safety rules and regulations are followed as per Nova Scotia Occupational Health and Safety, the Band and the contractors' programs for workers and public alike.

6. Specifications

- a. The Director of Operations, or his designate, will notify the contractor involved (5) five days before the start of the contract of any additions or deletions of work scope in the contract.
- b. Unless otherwise specified or requested, upgrades completed to meet specifications provided in drawing package 190801.01 Sipekne'katik First Nation New Ross Water Treatment System Upgrades.
- c. All sub-contractors required to complete the work orders are the responsibility of the Bidder and must comply with the Band's specifications.
- d. The contractor's personnel shall be required to be neat, respectful and courteous and shall perform their duties in a manner that presents a high level of public relations for the Bidder and the Sipekne'katik.
- e. Any contractor's personnel performing works associated with this quotation found to be under the influence of drugs and alcohol will result in the contractor being relieved of their duties and responsibilities immediately.
- f. It is the responsibility of the contractor to subcontract any required services to ensure that the repairs are completed efficiently.
- g. Trades persons
 - a. The Bidder must supply the names and qualifications of the trades persons when requested. The tradesperson must be experienced in the trades involved and performance of the work.
 - b. The Bidder shall employ only orderly, competent and skillful trades persons to ensure that the works are carried out in a safe and timely manner. Priority will be given to the successful bidder that employs Sipekne'katik members.
 - c. If any person employed by the Bidder in connection with the work arising out of the Proposal gives, in the opinion of the Band, just cause for complaints, the Bidder, upon notification by the Band in writing, shall not permit such person to continue in any future work arising out of this Proposal.
- h. Invoices are to be forwarded to:

Sipekne'katik
522 Church Street
Indian Brook, NS B0N 2H0
Operations & Maintenance Department
- i. Ten percent (10%) of the total invoice will be held until the final inspection and approval contractor has met deliverables by the Operations and Maintenance Manager.
- j. Bidders are advised that this necessary repair must be completed efficiently to ensure that residents have safe and adequate water supply to their homes.
 - a. Bidders must give the Sipekne'katik their highest priority in this contracted water treatment system upgrades.

- b. The cost of supplies and sub-contractors, if required, will be invoiced at the Bidder's cost.

7. Submission Requirements

The document is intended to encourage responses from potential bidders and to provide a fair and open process for proposing technical solutions or services and a partnership arrangement between the bidder and the Sipekne'katik. All proposals must provide an executive summary that highlights their understanding of the needs of the Sipekne'katik and the approach and methodology that their proposal will fulfill the Band's needs. The final requirement will also include the name, address, and telephone number of three (3) references related to a specific project executed by the contractor with a similar scope of work. Each reference will be asked to provide a numerical score of the contractor's overall performance. The average score response will be used in the reference portion of the Evaluation Criteria, described below.

8. Evaluation Criteria

To ensure procedural fairness, the evaluation of proposals shall be based upon the following criteria and weighting:

1. Preferred Band Membership – 15%
2. Total cost – 75%
3. References – 10%

9. Receipt of Proposals

One (1) hard copy of your itemized proposal must be submitted by 12:00 p.m. Atlantic time on September 17th, 2020, to:

Rhonda Knockwood
Director of Operations
Sipekne'katik
522 Church Street
Indian Brook, NS B0N 2H0

10. Contact Person for Successful Bidder

Stephen Knockwood
Operations & Maintenance Manager
sknockwood@sipeknekatik.ca
Telephone: 902-758-3341

All proposals submitted to the Sipekne'katik become the property of the Band and, as such, are subject to the Band's Confidentiality Policy.

11. Conditions

- a. The Sipekne'katik shall not be obligated in any way by the respondent's response to the document. Respondents' costs related to the preparation of a response to the RFP document shall be entirely the responsibility of the respondent. Expenses of any natured

incurred by the respondent before the signing of an agreement or contract shall be the sole responsibility of the respondent and may not be charged to or claimed from the Sipekne'katik in any manner.

- b. The Sipekne'katik reserves the right to reject any or all proposals.
- c. All materials submitted in response to the RFP become the property of the Sipekne'katik. Proposals and supporting materials will not be returned to the vendors.

12. Appendix A – Price Quotes

The undersigned has carefully examined the information attached hereto, is fully informed as to the Band's requirements and is prepared to submit the following price quotations:

Equipment Supply and Installation Price (A): \$ _____
 Contract Price (No HST will be applied) (B): \$ _____
 Total Amount Payable (A+B): \$ _____

13. Appendix B – Environmental, Health and Safety Submission

For all bidders, this is a crucial and mandatory component for all submissions. A checklist of the required EHS submission components is provided below. Any submission that does not include a completed section shall be deemed non-compliant and rejected.

| Requirements | YES | NO | N/A |
|---|-----|----|-----|
| 1.0 GENERAL INFORMATION | | | |
| Current Company Name | | | |
| Number of years operating under this name | | | |
| Current Mailing Address | | | |
| Current Street Address | | | |
| Current Telephone Number | | | |
| Current Fax Number | | | |
| If applicable, previous company name | | | |
| If applicable, numbers of years' operating under the previous name | | | |
| If applicable, previous street and mailing address | | | |
| 2.0 HUMAN RESOURCES | | | |
| Provide an organizational chart listing the full names of senior management and contact information within your company as well as any management personnel directly involved in the proposal | | | |
| Provide the names and qualifications of supervisors and health and safety personnel who will be present at the worksite | | | |
| Provide every Sipekne'katik member's name, contact information and valid Nova Scotia Drivers licence | | | |

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| number that will be utilized in the performance of this quotation | | | |
| 3.0 ENVIRONMENTAL POLICY/HEALTH AND SAFETY POLICY | | | |
| Provide a copy of your company's health and safety policy | | | |
| Provide a copy of your company's environmental policy | | | |
| Provide a copy of your most recent WCB clearance certificate | | | |
| Provide documentation of professional liability insurance (including dollar value) | | | |
| 4.0 ENVIRONMENT, HEALTH AND SAFETY PROGRAM PROCEDURES AND GUIDELINES | | | |
| Confined space entry | | | |
| Cranes and other lifting devices | | | |
| Emergency preparedness and response plan | | | |
| Excavating and trenching | | | |
| Fall arrest/restraint systems | | | |
| Fire Safety | | | |
| Hearing conservation | | | |
| Methods for ensuring the competency of supervisors and other workers as defined under Nova Scotia's Occupational Health and Safety Act | | | |
| Methods of evaluation sub-contractors | | | |
| Personal protective equipment | | | |
| Preventative maintenance | | | |
| Public way protection and traffic control | | | |
| 3R's: Reduce, Reuse and Recycle | | | |
| Waste Disposal & Storage | | | |
| Welding, Grinding, Brazing | | | |
| Workplace Hazardous Materials Information System | | | |
| 6.0 SUBCONTRACTORS | | | |
| Provide a list of sub-contractors that will be utilized if needed for this proposal | | | |