



Agriculture and
Agri-Food Canada

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REQUEST FOR PROPOSAL

CANADA – SASKATCHEWAN IRRIGATION
DIVERSIFICATION CENTRE

OUTLOOK, SASKATCHEWAN

CONTRACT NO. 24

DESIGN/BUILD CROSS CONNECTION CONTROL

Contracting Authority:
Agriculture and Agri-Food Canada

Canada 

**Subject: Request for Proposal
Canada – Saskatchewan Irrigation Diversification Centre
Outlook, Saskatchewan
Contract No. 24 – Design/Build Cross Connection Control**

1. Introduction

An upgrade to the cross connection control system is required at the Canada – Saskatchewan Irrigation Diversification Centre (CSIDC), Outlook, Saskatchewan to ensure safety of drinking water at the site.

The purpose of this Request for Proposal (RFP) is to invite design-build contractors to submit their proposals for consideration.

2. Requests for Explanations

Direct requests for explanations to:

Colby Collinge
Agriculture and Agri-Food Canada
Western Service Centre
300 – 2010 12th Avenue
Regina, Saskatchewan
S4P 0M3
Phone: 306-523-6546
E-mail: colby.collinge@agr.gc.ca

Any request for explanations regarding the Request for Proposal must be submitted to the above address in writing a minimum of seven (7) days prior to the submission deadline. Oral explanations or instructions given will not be binding.

3. Modifications

Canada reserves the right to revise or amend the Request for Proposal prior to the submission deadline. Such revisions or amendments, if any, will be announced by addendum or addenda.

4. Proposal Submission Deadline

Proposals will be received up to 2:00 p.m., local Regina time, September 29, 2016, at the above address. Late submissions will not be considered and will be returned unopened.

5. Electronic Submissions

Telegraphic, facsimile, computer disc, or electronic mail submissions will not be considered.

6. Rejection of Qualifications

Canada reserves the right to reject any and all submissions when such rejection is in the interest of Canada.

7. Reference Documents

The following are enclosed:

- A - Project Description and Schedule
- B - Mandatory Requirements
- C - Proposal Format
- D - Proposal Evaluation Method

General Requirements

AAFC Articles of Agreement, General Conditions, Insurance, etc.

Appendices

A) Drawings

- 1) DWS-1 – Site Location
- 2) DWS-2 – Administrative Building #1
- 3) DWS-3 – Chemical Storage Building
- 4) DWS-4 – Equipment Repair Shop
- 5) DWS-5 – Greenhouse Building
- 6) DWS-6 – Vegetable Research Building (Main Floor)
- 7) DWS-7 - Vegetable Research Building (Mezzanine)
- 8) MP-1 – Administrative Building #1 – Backflow Prevention Schematic Recommendation
- 9) MP-2 – Chemical Storage Building – Backflow Prevention Schematic Recommendation
- 10) MP-3 – Equipment Repair Shop – Backflow Prevention Schematic Recommendation
- 11) MP-4 – Greenhouse Header House Building – Backflow Prevention Schematic Recommendation
- 12) MP-5 – Vegetable Research Building – Backflow Prevention Schematic Recommendation

8. Award Date

Canada intends to announce the award on or before October 6, 2016.

9. Completion Date

The Contractor shall complete the supply and installation of all components by December 16, 2016.

10. Taxes

For the purposes of establishing the amount of taxes that are to be included in the cost, take all applicable taxes into consideration.

The Goods and Services Tax (GST) is not to be considered an applicable tax for the purposes of this proposal call.

11. Budget

The maximum not to be exceeded budget for the work described in the Request for Proposal is \$155,000.00 including all applicable taxes.

Canada reserves the right to negotiate details of the Contract with the Design-Build Contractors.

Canada will not necessarily pursue negotiations with any Design-Build Contractor.

12. Modifications of Proposals

Each proposal as originally submitted or as negotiated shall be irrevocable for 30 days.

If, in the course of negotiations, the Design-Build Contractor amends or modifies the Proposal after the submission deadline, Canada may consider any amended Proposal as an alternative to the Proposal as originally submitted without releasing the Design-Build Contractor from the Proposal as originally submitted.

13. Drawings

The as-built drawings provided have not verified for accuracy. The drawings are supplied to give a basic understanding of the project site. The Design-Build contractor is responsible for examining the project site and familiarizing themselves with the existing conditions. The Contractor shall obtain all necessary information and data for fulfillment of the work. No claims will be considered resulting from the Contractor failing to acquaint themselves with the site conditions.

A – PROJECT DESCRIPTION AND SCHEDULE

1. General

To upgrade to the cross connection control system is required at the Canada – Saskatchewan Irrigation Diversification Centre, Outlook, Saskatchewan to ensure safety of drinking water at the site.

2. Background

CSIDC is an AAFC research and demonstration farm located at Outlook, Saskatchewan. The main yard site has many buildings with 6 buildings having domestic water supply. The farm receives its water from the Town of Outlook. The Centre has two water meters located in the Administration Building and the Header House. Domestic water is supplied to the Pesticide Storage, Maintenance, Greenhouse, and Vegetable Research Buildings from the Header House.

This purpose of this project is to implement the recommendations of the report and protect the potable water system of CSIDC.

In 2014, HDK Consulting Incorporated was retained by Public Works Government Services Canada (PWGSC) to perform a sanitary and cross connection survey at the Canada-Saskatchewan Irrigation Diversification Centre in Outlook, Saskatchewan. The results and recommendations from the survey are included in HDK's final report **Agriculture and Agri-Food Canada Sanitary and Cross Connection Control Survey, Outlook, Saskatchewan** issued in April 2015 and is available to prospective contractors upon request by contacting Barry Vestre at CSIDC.

3. Recommended Work

Administrative Building #1

- Installation and testing of double check valve backflow preventer (DCVA) in water service entry.
- Installation of reduced pressure principle backflow preventer (RPBFP) to cold & hot water supply of laboratory sink
- Replace Existing non-freeze wall hydrant with new Non-Freeze Anti-Siphon Wall Hydrant
- Installation of new domestic water booster pump and appurtenances

Chemical Storage Building #6

- Installation of reduced pressure principle backflow preventer (RPBFP) to cold & hot water supply of laboratory sinks.
- Replace existing hose bibb with Non-Freeze Anti-Siphon Wall Hydrant

Equipment Repair Shop Building #8

- Installation of Atmospheric Vacuum Breaker (AVB) to hose bibb.

Greenhouse Building #9

- Installation and testing of double check valve backflow preventer (DCVA) and new shut-off valve in water service entry at Header House
- Installation of hose connection vacuum breaker (HCVB) to hose bibb.
- Installation of domestic water booster pump to serve the greenhouse, chemical storage, , equipment repair shop and vegetable research building water supply

Archrib Building #10

- Installation of new utility sink c/w Atmospheric Vacuum Breaker (AVB)

Vegetables Building #12

- Installation of reduced pressure principle backflow preventer (RPBFP) to cold & hot water supply of laboratory sink and pressure washers.

4. Schedule (See separate conceptual dates)

The target project milestones are as follows:

- | | | |
|----|--|--------------------|
| 1. | Invite Design-Build Proposals | September 8, 2016 |
| 2. | Receive Design-Build Proposals (three weeks) | September 29, 2016 |
| 3. | Design-Build Contract Notice of Award (one week to review) | October 6, 2016 |
| 4. | Design-Build Contract Project Mobilization | October 11, 2016 |
| 5. | Substantial Completion of Construction | November 30, 2016 |
| 6. | Start-up, Commissioning and Handover | December 16, 2016 |

B – MANDATORY REQUIREMENTS

Proposals not meeting all of the following mandatory requirements will be disqualified from consideration:

1. The cost portion of the proposal is to be submitted in terms of Canadian Currency. The cost portion of the “base bid” proposal shall be submitted in a separate sealed envelope (Envelope #2 on Appendix 1 of the Form of Tender Provided) with the project title and the contractor name marked on the envelope. Do not bind Appendix 1 into Envelope #1.
2. Provide firm completion dates which meet the stipulated schedule.
3. Proposals must be complete in all respects (i.e. the relevant personnel, management, design, quality assurance/quality control, risk management, cost, and other information requested in this Request for Proposal must be provided).
4. Proposals shall be submitted with full recognition that the benchmark estimate for this project is \$155,000.00 including all applicable taxes. Funding has been secured on this basis.
5. Do not exceed the maximum number of pages stipulated for the respective sections of the proposal, per document “C - PROPOSAL FORMAT”.
6. Three (3) copies of the proposal (Envelope #1) and three (3) copies of the cost portion (Envelope #2) of the proposal are to be submitted.

C – PROPOSAL FORMAT

Submit the required number of copies of the submission in bound form. The technical proposal shall be submitted in Envelope #1. The “base bid” cost portion shall be submitted in a separate envelope (Envelope #2). The project title, contractor’s name and Technical Proposal Envelope #1 and Cost Proposal Envelope #2 shall be marked on the envelopes. Do not bind the cost envelope in the Envelope #1.

The following submission format is suggested for Envelope #1:

1. Title Page
2. Letter of Transmittal
3. Table of Contents
4. Introduction (1 pages maximum)
Describe the background and the scope of the project.
5. Personnel Experience (2 pages maximum)
Provide sufficient background information for the Project Manager to determine the expertise of the company, including relevant experience.
6. Design (5 pages maximum) plus data sheets and drawings
Provide design descriptions with technical information, illustrations, and drawings and a description of the user interface, to allow the Project Manager to fully grasp the proposed design. Append a list of internet links, references to specific equipment models, or information sheets so the Project Manager may review in detail the proposed equipment. Failure to submit sufficient product details will result in a low evaluation score. Items that may improve or provide additional functionality to the project, but not specifically called for in this proposal may be appended to the design section and will not count towards the maximum pages. Cost for these items shall be listed under a separate section in the Cost Proposal.
7. Operations and Maintenance (2 pages maximum)
Provide details on service support provided, including warranty and maintenance services, and user manual contents.
8. Commissioning (1 page maximum)
Outline commissioning and start-up services provided.

Envelope #2 shall contain an itemized cost breakdown.

The cost portion shall be broken down with sufficient detail so that Canada can determine the difference between supply, installation, and design services provided.

The total cost shall be a maximum guaranteed price.

D – PROPOSAL EVALUATION METHOD

Proposals meeting all of the mandatory requirements will be evaluated by members of Agriculture and Agri-Food Canada (AAFC), and/or such other agency as deemed appropriate by AAFC.

1. Proposals will be evaluated in accordance with the following point system:

1. Personnel Experience - 20 points	
a) Confirmation of Project Team Experience (design engineers, major subcontractors & suppliers)	20 points
2. Design - 50 points	
a) Based on the recommended work above provide a proposal of appropriate devices and associated hardware including manufacturer's technical specifications and documentation to support the selected device.	50 points
3. Operations and Maintenance - 20 points	
a) Service support (warranty, service calls)	10 points
b) Ease of operation	10 points
4. Commissioning - 10 points	
a) Commissioning documentation	10 points
	Sub Total of Technical Components
	<u>100 points</u>
5. Cost Proposal - 30 points	
a) Base Bid	25 points
b) Itemized breakdown	5 points
TOTAL	<u>130 points</u>

- For Evaluation Criteria No. 1 to 4 (technical components) the total minimum pass mark is 60. Any proposal which scores less than the minimum pass mark will not be evaluated further.
- For Evaluation Criterion 5 (Base Bid), the lowest priced proposal which achieves the pass mark will receive the maximum 25 points allowed. The other higher priced proposals will be prorated.
- The total points of both technical and cost components will then be added. The proposal with the highest points will be the successful Design-Build Contractor, if the proposal is within the allocated budget and meets Canada's requirements. Canada reserves the right to not award the contract if it is in the best interests of Canada to do so.

General Requirements

<u>Section</u>	<u>Title</u>	<u>No of Pages</u>
01010	General Instructions	7
013300	Submittals	5
017411	Cleaning	2
221010	Plumbing Pumps	5
221116	Domestic Water Piping	7
224201	Plumbing Specialties	4