



**REQUEST FOR PROPOSAL**  
**FOR THE PROVISION OF A SEWAGE SLUDGE MANAGEMENT PLAN**

**CITY OF IQALUIT**  
**BOX 460**  
**IQALUIT, NUNAVUT**  
**X0A 0H0**

**PUBLIC**

**PROPOSALS DUE: APRIL 29, 2005**



# CITY OF IQALUIT REQUEST FOR PROPOSAL FOR A SEWAGE SLUDGE MANAGEMENT PLAN

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### **APPENDIX A – SAMPLE CONSULTANT CONTRACT**



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### **1.0 GENERAL**

The following is a request for proposals to provide engineering services to the City of Iqaluit. The requirements of the submission are outlined in the Request for Proposal, and the requirements and objectives of the project are outlined in the Terms of Reference.

#### **1.1 Introduction**

The City of Iqaluit is requesting proposals for the provision of engineering services for the planning, design, construction supervision, and contract administration for a sludge management program and preliminary design of the associated facility. The RFP is being issued through public invitation.

#### **1.2 Background Information**

##### **1.2.1 Location**

Iqaluit is the capital of the Nunavut Territory and is located at the south end of Baffin Island, on Frobisher Bay at 64° 31'N latitude and 68° 31'W longitude. Access to Iqaluit is provided by regular scheduled commercial aircraft year round, snowmobile trails from other Baffin Island communities in the winter, and sealift from the port of Montreal in the summer.

##### **1.2.2 Geology and Terrain**

Iqaluit's location is above the tree line and within the continuous permafrost zone of Canada. The region generally consists of glacially scoured igneous/metamorphic terrain. In some locations, a thin layer of organic material is found.

##### **1.2.3 Climate**

Iqaluit has an Arctic climate with January and July high and low mean temperatures of -21.5°C/-29.7°C (high/low) and 11.4°C/3.7°C (high/low), respectively. The annual precipitation is made up of 19.2 cm of rainfall and 255.0 cm of snowfall for a total of 43.0 cm precipitation. The prevailing winds are northwest at 16.7 km/hr.

#### **1.3 Definitions**

The City: The City of Iqaluit, Nunavut.

The RFP: This request for engineering services for the preparation of a sludge management plan and preliminary design of the associated facility.



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The Proponent:	The firm submitting a proposal in response to this RFP.
The Project:	The work and services that are described in the Scope of Work of this Request for Proposal.
The Contract:	The City shall enter into a contract with the successful Proponent for the provision of engineering services for the services as outlined in the Terms of Reference. The contract shall be in the form of the City of Iqaluit's standard Architect/Engineering Service Agreement which will reference this RFP, the proponent's submission and the attached Consultant Contract.

## 2.0 INSTRUCTION TO PROPONENTS

### 2.1 Submission

The proponents shall submit three (3) copies of the sealed proposal, clearly marked with the name of the project. The proposals are to be submitted to:

City Hall  
City of Iqaluit  
P. O. Box 460  
Iqaluit, NU  
X0A 0H0

Facsimile number: 867-979-5922

Attention: Mr. Brad Sokach, P.Eng.

Director of Engineering

no later than 4:00 pm on April 29, 2005.

Proposals **will not** be accepted in the Engineering Office.

Proposals shall be submitted using a two (2) envelope system. The first envelope shall include the technical submission and the second envelope shall include the cost submission. Each envelope shall be clearly marked as to its contents. Submissions not using the two envelop system, or which do not have the envelopes clearly marked, may not be accepted and may be returned to the submitter. The final decision on whether to accept late proposals is at the City's discretion.

Facsimile transmitted proposals will be accepted under the following conditions:

- The proposal is received before the submission deadline at the facsimile number stated;



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- The City of Iqaluit will not accept liability for any claim, demand, or other actions for any reason should a facsimile transmission not be received, be interrupted, not received in its entirety, received after the stated closing time and date, received by any other facsimile unit other than that stated herein, or for any other reasons;
- The City of Iqaluit cannot guarantee the confidentiality of information contained in a proposal received by fax.
- In accordance with Section 2.1, three copies of the sealed proposal are to be submitted immediately following the transmission of the facsimile. In the event of any discrepancies or conflicts between the faxed version of the proposal and the original of the proposal, which is received after the closing time and date, the faxed version shall govern.
- The Technical Submission and Costing Submission shall be faxed separately.

### **2.2 Inquiries and Amendments**

All inquiries concerning this Request for Proposal must be submitted no later than seven (7) working days prior to the closing date. All inquiries are to be directed to:

Mr. Brad Sokach, P.Eng.  
Department of Engineering  
City of Iqaluit  
P. O. Box 460  
Iqaluit, NU X0A 0H0  
Phone: 867-975-8501  
Fax: 867-975-8505

To ensure consistency and fairness to all proponents, all firms who have received the Request for Proposal will receive any information with respect to significant inquiries in the form of written amendments or clarifications which will either be sent directly to each proponent or posted on the MERX web site no later than five (5) days prior to closing. Verbal explanations or instructions will not be binding.

### **2.3 Proponents Requirements**

The successful proponent must have a valid City of Iqaluit Business License prior to commencement of the project.

The successful proponent must provide proof of registration with the Workman's Compensation Board in Nunavut prior to commencement of the project.



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### 3.0 TERMS AND CONDITIONS

- Submission of a proposal constitutes acknowledgement that the proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposal.
- The City will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by a proponent will be borne by the proponent.
- This is not an offer. The City of Iqaluit does not bind itself to accept the lowest price, the highest scored, or any proposal submitted.
- The City has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no proponent will have any claim against the City as a result of the cancellation or reissuing of the Request for Proposal.
- The City will not be responsible for any proposal that does not indicate the Request for Proposal reference, and the proponent's name.
- The City will not be responsible for any proposal that is delivered to any address other than that provided in Section 2.1 of this RFP.
- If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the proponent whose proposal, in the City's opinion, provides the best potential value to the City and is capability in all respects to perform fully the contract requirements and the integrity and reliability to assure performance of the contract obligations.
- If the City decides to award a contract based on a submission received in response to this Request for Proposal, the successful proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a contract. Proponents will not acquire any legal or equitable rights or privileges whatever until the contract is signed by both parties.
- The contract will be in the form of the City's standard "City of Iqaluit Architectural/Engineering Services Agreement" and it will contain the relevant provisions of this Request for Proposals, the accepted proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any proponent who has submitted a proposal. A copy of the standard "City of Iqaluit Architectural/Engineering Services Agreement" is included as Appendix 'A'.



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- In the event of any inconsistency between this Request for Proposal, and the ensuing contract, the contract shall govern.
- An evaluation committee will review each proposal. The City reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria.
- Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the City and issuing of a Letter of Intent.
- Proposals will be evaluated as soon as practicable after the closing time. No detail of any proposal will be made public except the names of all parties submitting proposals.
- The proposal, accompanying documentation, and any project reports, drawings, etc. submitted by the proponents are the property of the City and will not be returned.

### **3.1 Validity of Offer**

The proposals shall remain open for acceptance for a period of not less than sixty (60) days from the closing date of this Request for Proposal.

## **4.0 PROPOSAL REQUIREMENTS AND EVALUATION**

The Technical Submission shall include all the information required to rate the proposal with the exception of the cost component.

The Technical Submission will be used to evaluate the proponent's understanding of the project and methodology, and ensure they propose to meet the Terms of Reference and provide the required deliverables. It will also be used to evaluate the proponent's experience, and project team.

The requirements of this project are outlined in the Section 6 -Terms of Reference.

### **4.1 Understanding of the Project**

The proponent should demonstrate an understanding of the objectives of the work, technical requirements, constraints, selection of resources, and any special considerations associated with the project. The proponent should provide a description of the specific project objectives and technical requirements, highlighting those that are of particular significance to the project and delivery of services.





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### **4.2 Work Plan/Project Methodology**

The proponent shall provide a detailed work plan, which demonstrates the proposed project methodology. The work plan should demonstrate the proponents understanding of the project and its major challenges. It should describe how the proponent proposes to meet the objectives of the project and the requirements of the Terms of Reference, and provide the deliverables specified.

The work plan is the proponent's opportunity to present their project methodology as well as showing an understanding of the project. It is also their opportunity to present innovative ideas or approaches to the project.

### **4.3 Qualifications and Experience of Firms**

The proponent shall present the firm(s) who shall comprise the Project Team. The prime consultant and sub-consultant shall be identified, and the roles of all firms shall be described.

The proponent must demonstrate previous experience on projects of a similar scope and scale. A description of maximum of five (5) projects completed by the prime consultant, and three (3) for each sub-consultant shall be included. The project descriptions should demonstrate the proponent's experience on similar projects, working in Iqaluit, the Arctic, and/or working similar climates. Descriptions of projects shall be limited to two single sided pages each including photographs and graphics.

The project descriptions should include:

- description of the project,
- key personnel and their rolls and responsibilities on the project,
- client reference.

### **4.4 Project Team**

The proponent shall present the Project Team's key personnel, including their roles and responsibilities and backup personnel for each of the key team members. The proponent should demonstrate the experience and qualifications of the project team members to provide the services to fulfill the objectives and scope of work of this project as set out in the Terms of Reference. Their experience on similar projects and working in Northern climates and conditions should be demonstrated. Curriculum vitae for each project team member and backup should be included. The qualifications and experience of each project team member shall be considered in the evaluation.

Information to be included for each project team member should include:

- Name



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- Education (relevant)
- Work Experience
- Similar projects involved with role in this project
- Licensing, certification and/or authorization

### **4.5 Past Performance and References**

As part of the evaluation of the submission, the City shall review the proponents past performance on City and/or Government of Nunavut projects, and their references from other clients for similar or related projects.

References shall be obtained from the descriptions of similar projects provided as part of Qualifications and Experience of Firm(s).

### **4.6 Project Schedule**

The proponent shall provide a detailed schedule and work plan that identifies how and when the services shall be conducted, individual responsibility for each service, and demonstrate the project can be completed within the allotted time frame and within budget.

The project schedule will be evaluated based on how closely it meets the project requirements, and how it demonstrates a logical approach to delivering the required services.

### **4.7 Costing Submission**

The costing submission shall be submitted in a separate envelope. The envelope shall be clearly marked “COSTING SUBMISSION” and include the project title. Failure to clearly mark the envelope may result in the proposal not being accepted.

The City is requesting the work be undertaken on a per diem basis with an upset limit. The costing submission shall clearly state the upset limit with GST shown separately.

Disbursements will be considered to be part of the upset limit fee. No additional invoicing for disbursements shall be accepted.

At no time shall the contract upset limit be exceeded without prior written authorization of the City of Iqaluit.

The costing submission shall include a breakdown of all fees in the form of a Fee Schedule. The Fee Schedule shall be a matrix with project tasks on the vertical axis, and project personnel on the horizontal axis. The Fee Schedule shall show the corresponding value of work for each Project Team member and the



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disbursements relating to each task. A Time Schedule shall be also be submitted as a separate matrix, in the same form as the Fee Schedule, and will show the time commitment of the Project Team members to the individual tasks. In addition, per diem rates will be provided for all Project Team members.

Disbursements will be reimbursed at cost and must be job related. Backup documentation for all disbursements is to be submitted with each invoice. Operating and overhead expenses will not be considered as a disbursement. The following are examples of acceptable and unacceptable disbursements:

Acceptable Disbursements: Travel – airline, automobile  
Accommodations  
Meals  
Printing and Reproduction  
Communications (telephone bills)

Unacceptable Disbursements: AutoCAD Charges  
Computer Charges  
Equipment Charges (unless clearly identified in proposal)

### 4.8 Evaluation of Proposals

Ratings will be confidential and no details will be released to any of the other proponents. The evaluation of the proposals shall be based on the factors presented as follows in Table 1.

<b>Table 1 EVALUATION RATING TABLE</b>	
<b>Rating Factors</b>	<b>Weight Factor</b>
1. Understanding of the Project	5
2. Work Plan/Project Methodology	30
3. Qualifications and Experience of Firms	15
4. Project Team	15
5. Past Performance and References	10
6. Project Schedule	5
Subtotal Technical Submission	80
7. Cost of Services	20
TOTAL	
<b>MAXIMUM TOTAL POINTS</b>	<b>100</b>



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### 4.8.1 Nunavummi Nangminiaqtunik Ikajuuti (NNI) Policy

The Nunavummi Nangminiaqtunik Ikajuuti (NNI) policy will be utilized for the evaluation of this project. To obtain adjustments under the NNI policy, firms must indicate that they are requesting the adjustment, and if required, shall produce proof that they qualify under the NNI Policy.

Information on the NNI Policy can be obtained from the Government of Nunavut web site at [www.kirk.ca/NUBIP/NunaFin.html](http://www.kirk.ca/NUBIP/NunaFin.html), or upon request from the City.

### 4.9 Proposal Submission Format

Submissions shall meet the following formatting or they may not be evaluated.

- Paper Size - 8 ½" x 11";
- Minimum font size - 11 point Times or equal;
- Minimum margins - 12 mm top, bottom, left, and right;

## 5.0 TERMS OF PAYMENT

The consultant shall be reimbursed on a monthly basis for works completed. Monthly invoices shall include backup for all disbursements (time sheets will not be required but may be requested).

The invoice shall include the project title, **the Service Contract number**, a description of the work completed, and a billing summary. The summary shall include the tasks as set forth in the costing submission, the proposed costs, costs to date, percentage invoiced to date and the percentage of work completed to date for each task.

No payment will be made for the cost of work incurred to remedy errors or omissions for which the consultant is responsible.

## 6.0 TERMS OF REFERENCE

### 6.1 Background

In 2003 Earth Tech Canada Inc. (ET) was retained by the City of Iqaluit to undertake the design of improvements/upgrades to the existing non-operational Waste Water Treatment Plant (WWTP). The facility will be converted to a conventional secondary treatment plant (activated sludge). The WWTP will be constructed in three (3) phases. The first phase will provide primary treatment to the City's sewage with the second phase providing secondary treatment and the third phase adding capacity to the plant to handle increased flows in the future.

The volume of screenings and grit anticipated to be produced during primary treatment is in the order of two (2) cubic meters per day. Upon commissioning of



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the secondary treatment plant it is anticipated that an additional volume of secondary sludge to be disposed of would be approximately three (3) cubic meters per day.

The first phase of the WWTP is scheduled to be commissioned in early 2005.

### **6.2 Reports and Drawings**

The following report is available on the City's FTP site (64.247.152.24) in the WWTP Sludge Management Program folder:

- Final Conceptual Design Report, Iqaluit WWTP Conversion and Expansion, Earth Tech Canada Inc., July 2004.

A copy of this report can be provided by the City upon request.

### **6.3 Project Objectives**

- 1) Develop a sludge management program to deal with screenings, grit and sludge generated at the WWTP.
- 3) Preliminary design, Class D cost estimate and yearly operations and maintenance estimate for the facility required for the management of sludge from the WWTP.

### **6.4 Scope of Work**

The scope of work to be completed by the consultant as part of this project is summarized in the following sections. This scope of services is not to be considered all-inclusive. Tasks required to meet the project objectives will be considered to be required under this Terms of Reference unless they are deemed unforeseeable or are required to meet expanded projects objectives.

#### **6.4.1 Agency Approvals**

The preliminary design shall include a discussion of the required regulatory agency approvals for the sludge management facility.

#### **6.4.2 Sludge Management Plan Preliminary Submission**

The preliminary sludge management submission will include:

- A review of the sewage sludge composition and volumes based on Earth Tech's final design report for the WWTP.
- A summary of the solids identified for treatment at the WWTP.
- Provide options for a sludge management program indicating a preferred option. The options provided must include a description of



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the operations entailed.

- A siting discussion regarding the location of a sludge management facility. This shall include, but is not limited to the consideration of land uses, impact to surrounding occupants, and the availability of land.

The preliminary sludge management submission must also include a discussion of the following key elements:

- Source control
- Thickening
- Solids stabilization
- Dewatering
- Storage
- Transportation
- Sludge disposal
- Odour control
- Contingency planning
- Quality management programs
- Program delivery options
- Public participation/Communication programs

### 6.4.3 Sludge Management Plan

Based on the information provided in the preliminary sludge management plan submission and selection of one of the options for the management of the sludge by the City the successful proponent shall provide a Sludge Management Plan including a Preliminary Design for the proposed facility to the City. The management plan shall include the information provided in the preliminary submission and direction on the handling, treatment, and ultimate disposal of the sludge including potential health and safety issues based on the management option selected by the City.

The preliminary design shall include a discussion of options for the location of the facility including a recommended option. The preliminary design shall include

- An estimation of the capital and yearly operational cost
- Drawings and other documents appropriate to the size/scope of the project. The preliminary design will include a site layout and all major project features.



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### 6.4.4 Deliverables

The following deliverables will be required as part of this project:

- Three (3) hard copies and one electronic copy of the Preliminary Sludge Management Plan;
- Three (3) hard copies and one electronic copy of the Sludge Management Plan and Preliminary Design, including a Class “D” cost estimate;

### 6.5 Consultant’s Responsibilities

The consultant’s responsibilities will include, but not be limited to:

- Meet with City Staff to discuss project requirements;
- Review of any past reports;
- Fulfill the requirements of the project as listed in the Scope of Work.

### 6.6 City’s Responsibilities

The City’s responsibilities will include:

- Review proposals and select successful proponent;
- Enter into negotiations with and execute the contract with the successful proponent;
- Provide consultant with existing information and reports where available;
- Review submissions and provide comments.

### 6.7 Project Submission Formats

Letters, preliminary, and final reports shall be presented on standard size paper (8 ½” x 11”), and maybe double sided, unless otherwise directed.

Drawing shall be A1 drawing size.

All electronic files to be submitted, shall be on CDs, and shall be in a format compatible with the City’s format of choice (example, Microsoft Word and Excel, Autocad).

Project photographs shall be provided in a digital format.

### 6.8 Proposed Schedule

- |                                |                |
|--------------------------------|----------------|
| 1) Issue Request For Proposals | March 23, 2005 |
| 2) Submission of Proposal      | April 29, 2005 |



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- |    |  |               |
|----|--|---------------|
| 3) | Award of contract  | May 11, 2005  |
| 4) | Submission of Preliminary Sludge Management Plan                             | June 11, 2005 |
| 5) | Submission of Sludge Management Plan and Preliminary Design To Be Determined |               |

### 7.0 CONTRACT AUTHORITY SIGNATURES

A handwritten signature in blue ink, appearing to read "Brad L. Sokach".

Brad L. Sokach, P.Eng.  
Director of Engineering  
City of Iqaluit

A handwritten signature in blue ink, appearing to read "Dave Angrove".

Dave Angrove  
Purchasing Manager  
City of Iqaluit

W:\Engineering\Projects\2005\Sewage Treatment Plant\RFP Sludge Management - Final Version.doc