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## Local Government District of Pinawa

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G. Smith  
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Mayor  
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# Local Government District of Pinawa Public Water System Assessment Invitation for Request for Proposal

Sealed Proposals, clearly marked “**LGD of Pinawa Public Water System Assessment**”, will be received by the undersigned until **Friday, September 1, 2017 at 4:00 pm CST**, for a Public Water System Assessment within the Local Government District of Pinawa as detailed in the attached proposal form.

Additional information is available from Brent Henschell, Water Treatment Plant Operator, Ph.: 204-753-2542 or by email at [wtp@pinawa.com](mailto:wtp@pinawa.com).

Gisèle Smith, Resident Administrator  
Local Government District of Pinawa  
Box 100, 36 Burrows Road  
Pinawa, MB  
R0E 1L0

Envelope to be clearly marked: “**LGD of Pinawa Public Water System Assessment**”

## CONDITIONS & SPECIFICATIONS

1. Sealed Proposals with reference to the attached document shall be submitted.
2. The municipality shall have the right to reject as irregular any proposal which contains any omissions, erasures, alterations, or items not called for in the Request for Proposal furnished by the Local Government District of Pinawa.
3. The Local Government District of Pinawa will **not** accept or receive any proposals that are faxed or emailed.
4. Each consultant will be deemed to have personal knowledge and to have informed himself as to the actual conditions and requirements needed to fulfill the conditions noted.
5. Requests for Proposals received by the Local Government District of Pinawa will be opened by the Municipal Administration, reviewed by the Local Government District of Pinawa Review Committee with a recommendation to be accepted by Council.
6. The Municipality reserves the right to negotiate details of the proposal with the proponent.

Any questions relating to the specifications should be directed to Brent Henschell, Water Treatment Plant Operator, at Pinawa, Manitoba. Office 204-753-2542 or Email: [wtp@pinawa.com](mailto:wtp@pinawa.com)

## LOCATION

The work is located in the Local Government District of Pinawa which is located on PTH 211 approximately 110 km northeast of Winnipeg. The site includes the entire footprint of the Local Government District of Pinawa Utility.

- The boundary of the Utility is shown in the following illustration:



## **SCOPE OF ENGINEERING SERVICES**

The major components of the services are as follows:

- Meet with municipal staff to review the scope of the project, determine project areas, and historical and anecdotal information.
- Obtain and review all previous reports, documentation, records, and plans of existing works related to the project.
- Obtain a copy of the Terms of Reference for “Assessment of Water System Infrastructure and Water Supply Sources for Public Water Systems” and become familiarized with the requirement of an assessment to ensure the report is completed satisfying all aspects of the Terms of Reference. Some of the key points are listed:
  - a. Conduct a detailed study of a water quality issue to identify options (ex. THMs).
  - b. Identifying basic equipment expansion requirements.
  - c. Prioritizing identified deficiencies.
  - d. Providing preliminary opinion of the cost for addressing identified deficiencies.
  - e. Assist with the development of a Compliance Plan which identifies a schedule of actions that will be taken to meet Provincial water quality standards.
  - f. Assist with the development of an Action Plan which identifies a schedule of actions to address other significant water system deficiencies.
  - g. Take samples for non-routine water quality parameters.
  - h. Provide written procedures for critical operation or maintenance tasks.
- Provide a draft report and meet with LGD of Pinawa administration regarding the draft report no later than October 13, 2017.
- Provide three (3) full color copies and an electronic copy of the report to the Municipality by November 3, 2017.

# **PROPOSAL CONTENT**

## **1. Introduction and Project Understanding**

This should clearly describe the proponents understanding of the project including pertinent background information and scope of services required.

## **2. Technical**

The proposal should describe the specific technical engineering services and tasks that will be provided. Project milestones and deliverables should be summarized for each project task.

## **3. Project Team**

Describe the project team organization including a summary of each of the team members complete with their respective project title, duties and relevant experience. Project management will be evaluated by assessing both the project manager's experience and the proposal management approach.

## **4. Proponent Profile**

Describe the proponent's company, history, size, office locations and areas of expertise. Provide information of the proponents experience in providing services comparable to those requested in the RFP.

## **5. Schedule**

The proposal shall include a detailed schedule clearly indicating completion of draft reports and submission of final reports. The schedule should include milestone dates such as for technical memoranda and project review meetings.

## **6. Fee Proposal**

Provide in tabular form, a price breakdown summary which identifies disbursements and total engineering cost for each major category of work. The engineering costs shall identify fixed fees and / or time based fees.

Prices shall be quoted in Canadian Funds (CAD) and shall remain firm for the duration of the project, for the scope of work identified. Applicable taxes shall not be included.