



CHAMPAGNE AND AISHIHIK FIRST NATIONS

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES

**Takhini Water Treatment Plant Capacity Assessment
and Recommendations**

DATE OF ISSUE:

22 JULY 2020

CLOSING DATE, TIME AND LOCATION:

05 AUGUST 2020, 3:00 PM PT, HAINES JUNCTION

Request for Proposals (RFP)

The Champagne and Aishihik First Nations Government (Owner) is requesting proposals from qualified firms to determine the number of households and community facilities that can be supplied with domestic water from its Water Treatment Plant and delivery system in Takhini River Subdivision as outlined in this RFP.

Proponents should ensure that they have received this document directly from the Champagne & Aishihik First Nations web site, (<http://www.cafn.ca/>) and that they have contacted the CAFN Project Manager (Jeff Hunter – jhunter@cafn.ca) in order to be added to the List of Proponents. Only proponents that are added to the List of Proponents will receive notice of Addenda as they are issued.

If you have received this document from another source and have not registered as a Proponent, you will not receive notification of addenda that may be issued.

Reference documents can be viewed and downloaded online. Contact CAFN Project Manager (Jeff Hunter – jhunter@cafn.ca) or George Van Sickle (gvansickle@gmail.com) to receive a download link.

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Instructions to Proponents

1. Proposals may be submitted by mail to:

CAFN Property Services Department
Attn. Jeff Hunter, Capital Projects Manager
#1 Allen Place, Box 5310
Haines Junction, YT
Y0B-1L0

Or by email to:

jhunter@cafn.ca

2. Proposals must be received at the location specified above, before the specified closing time, as determined by the clock at the closing location. Bids received late or not received completely by the closing time will not be considered and will be returned to the bidder unopened.

3. All question or enquiries are to be directed to the CAFN representative for this Project:

Jeff Hunter, A.Sc.T., PMP
Capital Projects Manager
Cell: 867-634-5395
Phone: 867-634-4200 ext. 222
Email: jhunter@cafn.ca

4. The **closing time** is up to and including:

Wednesday, August 5, 2020, at 3:00:00 p.m. PDT

As soon as possible, following the proposal closing time, the proposals will be evaluated.

5. Any proposal submitted may be withdrawn by written request by an authorized official, but cannot be withdrawn or changed after the closing time.
6. Respondents are solely responsible for their expenses in the preparation and delivery of their proposals.
7. Champagne and Aishihik First Nations reserves the right to modify the terms of the invitation at any time prior to closing, at its sole discretion. Champagne and Aishihik First Nations will make information available to the public regarding any changes made to the invitation and will make reasonable efforts to inform all bidders of any such changes. Respondents are responsible for ensuring that they are aware of and complied with any addenda.
8. Accuracy of information included in this invitation is not guaranteed or warranted by Champagne and Aishihik First Nations to be accurate, nor is it necessarily comprehensive or exhaustive. By submitting a bid, the bidder agrees that it has investigated all conditions that will affect the work and assumes all risks regarding those conditions.
9. Enquiries regarding the invitation must be made in writing and submitted to the office specified in section 1. No response shall be binding on Champagne and Aishihik First Nations unless it is made in writing. Enquiries and the responses provided may be distributed to all other bidders as addenda. The deadline for submission of enquiries is July 31, 2020 at 12:00pm local time, Haines Junction, YT.

10. The Proposal shall be unconditional, irrevocable, and open to acceptance by Champagne and Aishihik First Nations at any time within 60 days after the date on which bids close.
11. If, in the opinion of Champagne and Aishihik First Nations, a proposal contains a minor defect or fails in some way to comply with any requirement of this tender document that, in the opinion of Champagne and Aishihik First Nations, can be remedied without providing an unfair advantage to other bidders, Champagne and Aishihik First Nations may request clarification from the bidder, and, upon receipt of appropriate clarification, may waive the minor defect or any irregularity and accept the bid.
12. This invitation does not commit Champagne and Aishihik First Nations to award a contract. Champagne and Aishihik First Nations reserves the right to cancel this invitation anytime without award or compensation to bidders.
13. Champagne and Aishihik First Nations need not accept the lowest, the highest-ranked, or any proposal, and reserves the right to reject or accept any bid without further explanation.
14. Failure to comply with any instruction contained in this invitation may be deemed sufficient cause for the rejection of all or part of any bid. Any items omitted or any special conditions or qualifications added to the bid (for example, including the bidder's standard terms of sale) may cause the bid to be rejected and may affect the evaluation of the bid.
15. Champagne and Aishihik First Nations reserves the right to negotiate changes to the terms of any contract with the two lowest priced or highest-ranked bidders to determine the selection of a bidder. Such changes, if any, shall be within the scope of this tender.
16. If no compliant proposals are received in response to this invitation, Champagne and Aishihik First Nations reserves the right to enter into a negotiation with one or more suppliers to complete the procurement.
17. Each respondent, by submitting a proposal, irrevocably waives any claim, action or proceeding against Champagne and Aishihik First Nations, including without limitation any judicial review or injunction application or against any of Champagne and Aishihik First Nations' employees, advisors or representatives for damages, expenses or costs including costs of bid preparation, loss of profits, loss of opportunity or any consequential loss as a result of, or arising out of, the submission of any bid, or due to Champagne and Aishihik First Nations not accepting or rejecting any proposal.
18. To assist the Champagne and Aishihik First Nations in determining the best qualified and capable Proposal, Champagne and Aishihik First Nations reserves the right to make any investigations of a respondent's business experience, financial capability, and business practices as deemed necessary. The bidder agrees to permit and cooperate with such investigations.
19. Champagne and Aishihik First Nations employs a preference for Citizen and Citizen Businesses. "Citizen" is as defined in the *Constitution of the Champagne Aishihik First Nation 2012*. "Citizen Business" means a sole proprietorship of a Citizen, a partnership where at least one partner is a Citizen, or a corporation that is controlled by a Citizen, as defined in the *Canada Business Corporations Act*.

Method of Evaluation

Proposals received on or before the closing time will be opened and evaluated by a panel made up of at least two staff members from the Champagne and Aishihik First Nations Property Services Department as soon as reasonably practicable.

The panel will evaluate the proposals based on the criteria set out below. The panel will assign points for the weighted criteria.

Criteria

The evaluation team will utilize the following criteria to evaluate each Proposal. Points awarded will be consistent with the Points Rating Legend on the Proposal Rating Schedule. Points awarded will be confidential, and no details will be released to any of the other proponents.

Each Proposal will be evaluated using the following criteria:

Weighted Criteria

Criterion	Weighting
Proponent Firm and Project Team (Qualifications, Past Relevant Experience)	25%
Methodology	20%
Fees and Expenses	50%
CAFN-owned firm and CAFN Citizen Benefits	5%

Mandatory Criteria

Workers Compensation Board Coverage in Good Standing	Mandatory
Valid Business License	Mandatory
Valid GST Registration or Proof of Exemption	Mandatory
Valid General Liability Insurance – Minimum \$2,000,000 Coverage	Mandatory
Good Standing with Champagne & Aishihik First Nations	Mandatory

Within seven days of award of a contract to a successful proponent, they will need to provide to CAFN Capital Projects Manager the following documents:

1. Letter from Workers Compensation Board indicating Good Standing.
2. A copy of the successful Proponent's business license.
3. The GST registration number of the successful Proponent.
4. A certificate of the successful Proponent's general liability insurance.

Proposal Rating Schedule

Item	Rating Criteria	Unit Points Awarded (A) Maximum 10	Assigned Weight (B)	Total Points (A) x (B) = (C)
1	Proponent Firm / Project Team		25	
2	Methodology		20	
5	Fees and Expenses		50	
6	CAFN-owned firm and CAFN Citizen Benefits		5	
PROPONENT:			TOTAL:	

Comments:

Committee Member: _____ Date: _____

Signature

<p>LEGEND:</p> <p>A – Evaluation Points Awarded B – Weighting Factor C – Sub-Total Weighted Score (A times B)</p>	<p>RATING POINTS:</p> <p>Poor 0 - 3 points Fair 4 - 6 points Good 7 - 8 points Excellent 9 - 10 points</p>
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Proposal Point Rating Guidelines

The following is provided as a guide to assigning an appropriate score for each rating criteria, and will be utilized by the evaluation committee in evaluating the quality of each proposal submission relative to the Terms of Reference and Proposal Response Guidelines:

- 1) If the Quality of the Response is:
 - No information provided;
 - Requirement was not mandatory, but Proponent did not provide any information or address the issue; Award the Following Points: 0 (Zero)

- 2) If the Quality of the Response is:
 - Falls short of meeting basic expectations;
 - has a low probability of success.

Award the following points: 1 – 3 (Poor)

- 3) If the Quality of the Response is:
 - Acceptable at a minimum level; meets our basic requirements; has a reasonable probability of success;
 - some objectives may be met.

Award the following points: 4 - 6 (Fair)

- 4) If the Quality of the Response is:
 - A sound response; fully meets most of our requirements; very good probability of success;
 - Achieves all objectives in a reasonable fashion.

Award the following points: 7 - 8 (Good)

- 5) If the Quality of the Response is:
 - Meets all of our requirements; exceeds expectations;
 - Excellent probability of success in achieving all objectives;
 - Very innovative.

Award the following points: 9 - 10 (Excellent)

Note that a zero (0) score is reserved only for instances where the Proposal does not address an issue that was requested in the RFP or where desired information is not provided. A zero (0) would be used in the event of a proponent not meeting a minimum standard. It should not be confused with failure to address a mandatory requirement which would render the Proposal non-compliant and warrant rejection without further consideration.

Terms of Reference

Project Background

The planned community of Takhini River Subdivision (TRS) was established in the early 1990s, with the original 25 dwellings constructed between 1992 and 1996. There were originally 38 residential lots, five commercial lots, and two community lots. Thirteen additional homes have been constructed since 2012. Currently, there are 47 households consisting of 109 people. Four more houses are under construction, and an estimated 135 people will occupy 51 dwellings in TRS by the end of 2021.

Currently, there is only one buildable, unallocated residential lot remaining in TRS. The Takhini area is much in demand by CAFN Citizens due to its proximity to Whitehorse. A significant area of suitable land is available to expand the community. Therefore, CAFN is undertaking a planning process to expand the community to provide a long-term supply of surveyed residential lots, and community buildings served by roads, and electrical infrastructure. There are five vacant commercial lots adjacent to the Alaska Highway.

Domestic water is provided to subdivision households from a CAFN operated Water Treatment Plant (WTP) on the SE corner of Lot 96. Water from the Plant is delivered to homes by truck. Well #1 was completed in 1995. Upgrades to the Plant include arsenic treatment equipment in 2011 and a backup well (Well #2) in 2014. The WTP building also houses a community hall, an office, and a garage for the potable water truck and a fire tanker truck. A carpenter shop and a greenhouse are located near the WTP.

A new community hall is being designed and will be located north of the current community hall. Construction is planned for 2021-2022. Also serviced by the WTP are 9 Takhini area residences on settlement land outside TRS. Also, 16 households and a community hall in Champagne receive domestic water from the Takhini WTP. Altogether, the WTP currently provides water to 72 households, and two community halls.

The former Takhini WTP Operator, and now Circuit Rider, still resides in TRS.

Project Overview

A capacity assessment of the Takhini WTP is being tendered through this RFP to support the planning for the expansion of TRS. The information and recommendations will be a critical factor in decisions about the scale and funding of the expansion plan.

Many reports and other documents relevant to the operation and performance of the WTP, the aquifer, and the delivery infrastructure have been produced. These documents are available to support this assessment. Also, confirmation of the current performance of the Plant and delivery system is needed through testing of the wells and analysis of the existing treatment and delivery system.

In addition to an assessment of the capacity of the existing system to support an expanded community of households and community infrastructure, CAFN desires to obtain recommendations and estimates for increasing the capacity of the Plant with the following upgrades:

1. Additional storage capacity
2. Additional flow capacity
3. Additional treatment capacity
4. An assessment of the delivery capacity of the current water truck
5. A combination of both additional storage and increased flow

Upgrade cost estimates will be included.

CAFN estimates that a contract for this project can be in place by August 12, 2020 and seeks a completion date of September 30, 2020.

Project Phasing and Timeline

Anticipated Contract in place and work commences: August 12

Review of references and site visit with CAFN: by August 19

Phase 1: Well performance testing: August 31

Phase 2: Preliminary findings with recommendations: September 16

Phase 3: Final Report: September 30

Scope of Work

General

The Successful Proponent will:

1. Test the current output of Well #1 and Well #2 and the WTP; and
2. Determine the number of households and community buildings that could be sustainably served by the existing Plant and delivery system.

Also, the Contractor will calculate the increased capacity of the Plant with the following upgrades:

3. Increased storage capacity as could be contained in the space available in the current community hall with a cost estimate;
4. Increased flow rate from the addition of a new water source;
5. Probable location(s) of an additional water source (well), costs to install and permitting requirements;
6. Specification of additional treatment equipment, if required, to accommodate increased flow in #5, with cost estimate;
7. The delivery capacity of the existing potable water truck will also be estimated along with delivery costs;
8. A recommendation of 2 levels of cost optimal upgrade packages to increase the capacity of the Takhini WTP system.

Deliverables

The Contractor will deliver the following by the end of each Phase.

Phase 1 Deliverables: Assessment of Flow Capacity

Test results for performance of the wells with comparisons to past test data.

Upon receipt of the Phase 1 Deliverables, CAFN Property Services will review the submission and return with comments and undertake a Deliverables Review meeting with the Contractor.

Phase 2 Deliverables: Preliminary Report

The Contractor will submit the following Phase2 Deliverables:

1. A preliminary report of the sustainable capacity of the WTP and calculations of the number of households and community infrastructure that can be supported with the existing infrastructure.
2. A preliminary report of options and cost estimates to increase storage capacity, flow

rate, and delivery rate with calculations of the number of houses and community buildings that the upgrades could support.

Upon receipt of the Phase 2 Deliverables, CAFN Property Services will review the submission and return with comments and undertake a Deliverables Review meeting with the Contactor. The Contractor will incorporate changes in the Deliverables resulting from this meeting as part of the fixed fees noted in the Contractor's Proposal and the ensuing Contract.

Note that the deliverables for Phases 1 and 2 should be in digital form only.

At a minimum, cost estimates will be Class D.

Phase 3 Deliverables: Final Report

A final report covering the testing, analysis, and recommendations as described in the Scope of Work (above) with adjustments incorporating CAFN feedback from Phase 2, if any.

The work will be considered complete upon acceptance of a signed and stamped final report in printed (5 copies) and digital versions.

References and Data Available from CAFN

- Circuit Rider Notes from April 2020, CAFN
- Takhini River Subdivision Water System Maintenance Management Plan, WSP, (December 2019)
- Takhini Community Land Use Plan, CAFN (July 2018)
- Annual Water and Wastewater Inspections, Stantec (December 2017)
- Takhini River Subdivision Water Supply Well Completion Report, Tetra Tech EBA (March 2015)
- Preliminary Aquifer and Wellhead Protection Plan, Tetra Tech EBA, (March 2014)
- Emergency Response Plan, Tetra Tech EBA, (March 2014)
- CAFN Supply Well #1 – Determination of Whether Well is Considered Under the Influence of Surface Water (GWUDI), Summit Environmental Consultants Inc., (December 2010)
- Assessment of Takhini River Subdivision Drinking Water System – Considerations with Respect to Arsenic Treatment, Gartner Lee Limited (September 2008)
- Sketch of proposed TRS lot survey by CAP (2007) with CAFN notes
- Water Operation and Maintenance Manual, UMA (June 2004)
- Groundwater Exploration and Well Completion Report for Well No. 2 at the Takhini Residential Subdivision, pp 4-5, Gartner Lee (2004)
- Feasibility Study of Water Works Options for the Champagne and Aishihik First Nation, pp17-23, Gartner Lee (2002)
- Geotechnical Evaluation Takhini River Subdivision, EBA Engineering Consultants Ltd. (July 1991)
- Recent water delivery logs and other WTP records as may be available, CAFN (on Contract signing)

Reference documents can be viewed and downloaded online. Contact CAFN Project Manager (Jeff Hunter – jhunter@cafn.ca) or George Van Sickle (gvansickle@gmail.com) to receive a download link.

Proposal Submission Requirements

Proposal Format

Proposals should be clear and concise. Failure to present information in the manner requested may be to the Proponent's disadvantage.

The Proposal should be on 8 ½ x 11-inch paper. Schedules or other graphical representations may incorporate 11" x 17" sheets. Digital submissions are permitted.

The following format is suggested to provide consistency in proponent response and to ensure each Proposal receives full consideration.

1. Proposal Cover Letter
2. Company Profile & Relevant Qualifications of the Project Delivery Team (Project Team)
3. Past Relevant Experience on Similar Projects (Past Relevant Experience of Proponent Firm)
 - a) Provide a listing of at least 5 previously completed similar projects.
 - b) Where possible, provide contact information for reference purposes.
4. Project Delivery Plan and Schedule (Methodology)
 - a) Approach and Work Plan to Successful Completion
 - b) Project Schedule and Critical Milestones with a proposed schedule of payments
5. A summary of how acceptance of the Proponent's submission may benefit CAFN-owned businesses and CAFN citizens.

Form of Contract

The form of Contract for the successful Proponent shall be CAFN's standard Professional Services Agreement, included an appendix for reference purposes (Appendix A). The finalized Professional Services Agreement will include reference to and attachment of:

- This Request for Proposals Document
- The Proponent's Response to this RFP Document
- Any mutually-agreed-upon amendments to the RFP document and the Proponent's response to the RFP document.