

June 4, 2024

REPORT TO: K. KEHLER, CHIEF ADMINISTRATIVE OFFICER

FROM: S. DOIRON, MANAGER OF UTILITIES

SUBJECT: WATER USE PLANNING AND MANAGEMENT STUDY

PURPOSE: *To seek Council approval to proceed with posting Request for Proposal No. 2240-20-WPS 'Water Use Planning and Management Study'.*

EXECUTIVE SUMMARY:

Staff is seeking Council approval to proceed with posting Request for Proposal (RFP) No. 2240-20-WPS for the Water Use Planning and Management Study. Council has expressed concern about the uncertainty surrounding the effects of climate change, population growth, and Parksville's current and future capacity to extract water from surface and groundwater sources. Climate change poses a risk to the safety and sustainability of our water supply. This study will provide essential insights for proper planning, management, and funding to ensure drinking water security. At the September 27, 2023, Englishman River Water Service Joint Venture Management Board meeting, the Water Use Planning and Management Scope of Work was received for information and endorsed.

RECOMMENDATION:

1. THAT the report from the Manager of Utilities, dated June 4, 2024, entitled "Water Use Planning and Management Study" be received.
2. THAT the Request for Proposal No. 2240-20-WPS be approved as presented in Appendix A.

BACKGROUND:

Water from the Englishman River and Parksville's wells supports municipal, agricultural, and environmental uses. These sources have been impacted by the recent droughts, and the increasing frequency of droughts due to climate change and this is expected to pose management challenges for the City of Parksville to maintain water quantity and quality in to the future.

Our region has experienced a significant increase in severe drought levels (4 and 5) in recent years (2021-2023), particularly in 2023, as shown in Appendix B. This trend is expected to continue. The World Meteorological Organization has confirmed that 2023 was the warmest year on record since 1850. Notably, 2023 is also the first year where every day exceeded one degree celsius above the 1850-1900 pre-industrial average.

Infrastructure projects like reservoirs and dams, can take many years to implement. The results of this multi-year comprehensive study will help staff prioritize and prepare to address the needs that Parksville will face due to unprecedented climate changes and increasing population demands.

This study will include the following:

- **Regulatory and Standards Review:** Examination of federal and provincial regulations, standards, and existing water system reports.
- **Water Demand Analysis and Projections:** Evaluation of current water usage patterns and projection of future demands, accounting for seasonal variations, climate change impacts, and tourism influx.
- **Water Supply Systems Capacity Review:** Assessment of current water supply systems and their capacity, considering climate change impacts.
- **Water Conservation Program Review:** Evaluation of existing water conservation efforts and identification of areas for improvement.
- **System Resiliency and Redundancy Assessment:** Analysis of the system's ability to handle emergencies and identification of alternative water sources and storage options.
- **Future System Upgrades Planning:** Identification of necessary upgrades to the system, and their timelines and projected costs, to ensure long term sustainability and safety.
- **Water Quality Protection:** Review of water quality and identification of measures to protect drinking water.
- **Water Source Development:** Exploration of new or expand water sources to increase supply capacity.
- **Water Utility Management Review:** Assessment of current water utility operation practices.
- **Financial Management Review:** Evaluation of the financial aspects of water management, focusing on full-cost recovery and sustainable funding sources.

OPTIONS:

1. Accept the report entitled “Water Use Planning and Management Study” and approve the posting for Request for Proposal No. 2240-20-WPS.
2. Provide staff with alternate direction.

ANALYSIS:

Over the past few years, it has been clear that the changes we are seeing regarding climate are unprecedented. Water insecurity is expected to increase with warming temperatures, making it essential for Parksville to adapt to ensure a consistent supply of potable water for residents, visitors and emergency purposes.

1. If Council supports the study that will look at the water supply system and consumption, along with climate change data and future predictions, staff will be able to better understand:
 - Projected water demand.
 - Current supply system capacity and how it handles current demands.
 - Necessary upgrades to the system to ensure capacity and water quality protection.
 - Effectiveness of conservation programs, and areas for improvement.
 - System resilience and required/ recommended redundancy for emergencies.

- Financial aspects of future developments to ensure funding is planned.
2. Should Council decide not to move ahead with the study, staff requests alternative direction to ensure Parksville's water sustainability in the face of climate change and increasing population demands.

FINANCIAL IMPACT:

The Water Use Planning and Management Study will be funded by the City of Parksville and Englishman River Water Service (ERWS). A total of \$875,000 is available for this project. The following table summarizes the funding source and availability. The City has allocated \$750,000 from the Growing Communities Grant for this comprehensive study.

Funding Source	2024	2025
City of Parksville	\$500,000	\$250,000
ERWS	\$125,000	\$0
Total:	\$875,000	

ASSET MANAGEMENT IMPLICATIONS:

Implementation of the study will support long-term asset management strategies by identifying critical infrastructure needs and ensuring sustainable water resource management.

STRATEGIC PLAN IMPLICATIONS:

Advocacy - Provide leadership to support climate adaptation, water management and sustainability. Focus on minimizing impacts climate change has on water systems at a local level.

Water Use Planning and Management - Ensure responsible management of water resources. This will help ensure residents continue to enjoy their high quality of life by adapting the water system to the changing climate and improving the resilience and protection of our water system.

Community Engagement – It is intended that residents will have the opportunity to engage and learn about Parksville's water system.

Respectfully submitted,

Original signed by S. Doiron

S. DOIRON
Manager of Utilities

REVIEWED BY:

Original signed by S. Boven

S. BOVEN, ASCT, MBA
Director of Engineering and Technology Systems

CHIEF ADMINISTRATIVE OFFICER ENDORSEMENT:

Original signed by K. Kehler

K. KEHLER, MPA
Chief Administrative Officer

Appendix A

Request for Proposal No. 2240-20-WPS

Water Use Planning and Management Study



100 Jensen Avenue East
Parksville, BC V9P 2H3
Telephone: 250 248-5412
SDoiron@parksville.ca

REQUEST FOR PROPOSAL NO. 2240-20-WPS

Water Use Planning and Management Study

The City of Parksville is requesting proposals from qualified consultants/consulting firms to complete a water use planning and management study.

Attached are the Terms of Reference, Submission and Evaluation Criteria, and Instructions to Proponents which are to be used as the basis for your submission.

Upon request, Reference Documents are available by emailing SDoiron@parksville.ca.

Submissions will be received up to 3 pm Pacific Standard Time
July 12, 2024

The City appreciates all proposal responses; however, only short-listed or successful candidates will be contacted.

CORPORATION OF THE CITY OF PARKSVILLE
REQUEST FOR PROPOSAL NO. 2240-20-WPS
WATER USE PLANNING AND MANAGEMENT STUDY
TERMS OF REFERENCE

INTRODUCTION

The City of Parksville is requesting proposals from qualified consultants/consulting firm to complete a water use planning and management study to ensure the community has a sustainable and resilient water supply.

Uncertainty about the effects of climate change, population growth, and the current capacity Parksville has available to extract from surface and ground water sources, poses a risk to the safety and sustainability of the water supply. This study will help staff understand what is required for proper planning, management, and funds, which are essential to ensure water security.

BACKGROUND

The City of Parksville is a mid-sized municipality located on the east coast of Vancouver Island. The City's population at the last census (2021) was 13,642, and the Nanoose Bay population that receives a percentage of water from Englishman River Water Services (ERWS) is roughly 5,400. The area is experiencing population growth and Parksville's Council has stated a strong desire to attract young families to the City.

The warmest year in global temperature data record was 2023 going back to 1850. It also marks the first time on record that every day within the year has exceeded 1 degree celsius above the 1850-1900 pre-industrial average. Almost 50% of the days were more than 1.5 degrees celsius warmer than the pre-industrial average, and two days in November were, for the first time, more than 2 degrees celsius warmer.

Climate change is causing an increase in the severity of droughts, wildfires, and flood events. High latitudes (Arctic) are warming faster than lower latitudes, which has caused the temperature difference between the latitudes to become reduced, and that has changed the path of jet streams, which is likely contributing to the unusual droughts in this area. There has been a significant increase in severe drought levels (4 and 5) in recent years (2021-2023), particularly in 2023.

Water from the Englishman River, and Parksville's wells supports municipal, agricultural, and environmental uses. These have been impacted by the recent droughts, and the influence of

climate change on drought frequency is anticipated to create more challenges for the City of Parksville to maintain water quantity and quality. Decisions to build reservoirs, dams, etcetera, can take many years to implement. This study will help City staff understand Parksville's priorities and needs.

PROJECT GOALS

The purpose of the project is to undertake a comprehensive assessment of the City's potable water sources, capacity needed to meet future demands, storage options, and to provide strategic measures to preserve water quality and quantity.

This project will identify and make recommendations to address current and future risks, while considering population growth and the impacts of climate change on Parksville's water system.

Residents should be engaged in the process to promote greater community understanding of water use, conservation, and management issues.

PHASES

As this is a comprehensive study, this project will be conducted over two phases spanning over several years.

Phase 1 of the work shall include:

- The review of current regulations and existing studies/reports.
- Development of water demand projections.
- Review of existing system capacity and an outline of when and where upgrades will be required to meet future demand.
- Assessment of the effectiveness of the current water conservation measures and the development of a Conservation Management Plan.
- A review of the system resiliency and redundancy.
- A review of water source development once the existing capacity of Arrowsmith Dam and aquifer systems are reached.
- A review of the utility operations and financial management to ensure the overall system is balanced.

Consultant is to submit a proposal for Phase 1 only.

Phase 2 will focus on the investigation and development of the overall yield of the watershed and the economics of the development of additional storage. The scope of work will be developed from the findings of Phase 1.

SCOPE OF WORK

The proposed scope of work for the Water Use Planning and Management Study includes:

1. A review of the current federal and provincial regulations and standards, as well as reports, agreements, and information pertaining to the City of Parksville, Arrowsmith Water Service (AWS), and ERWS system.

The Auditor General has conducted audits for a few water supply systems. It is required that this study covers and addresses all the key components listed in those documents.

2. A review of current water demands and the development of water demand projections. This shall include both summer and winter water usages for the City and ERWS system. The study shall use a planning horizon of 50 years or to the year 2075. A five-year increment of water demand (summer and winter population, flow rate and volume) is to be provided up to 2075. Influx of tourism demand in summer months must be included in modelling. Current climate science must also be included.

Fifty years planning will provide staff with a reasonable understanding of what needs to be accomplished to service future water demands.

Climate change does not only impact the watershed yield, but it also impacts customer water use. Forecast models for Vancouver Island project milder, wetter winters and longer, drier summers with a late arrival of the winter rains. As a significant portion of the water supply is used for outdoor water use, the longer, drier summers are expected to result in increased per capita water use over the summer/fall seasons. The study will examine and assess potential impacts on the water demands resulting from climate change and explore options to mitigate supply challenges/ cost increases.

3. A review of the existing water supply systems and an outline of the available capacity, which must include the impacts climate change is having on the supply system.

The consultant must conduct all the necessary testing required to accurately confirm the capacity at the Arrowsmith Dam, Aquifer 216 and wells, ERWS intake, raw water pump station, water treatment plant, transmission mains, and reservoirs.

The study shall include, but not be limited to, all the necessary climate change information obtained from the Regional District of Nanaimo (RDN) and Cowichan Valley Regional District climate projections and climate-informed water supply planning.

As per the Ministry of Forests (MoF) and Department of Fisheries and Oceans (DFO) requirements, AWS is currently undertaking a review of the Provisional Operating Rule for the Arrowsmith Dam and Englishman River. Results from this study will be available to support the overall long-term planning of the Water Use Planning and Management Study.

4. A review of the current water conservation program and an outline of any shortfalls and areas for improvements. A model for water savings is to be developed.

The City is a member of the RDN Water Smart Program. Through that program, it provides educational water conservation materials to the public. Seasonal water conservation measures are also in place and are implemented to reduce demand when necessary.

A review of the need and benefit of an advanced metering program, which would remotely provide information to the City, helping operators anticipate water demand, detect leaks, and allow residents to better track their water consumption habits.

The scarcity and unpredictability of supply, wasteful use, pollution, climate change, and other factors increase the stress on community water resources. Many water utilities facing these issues are shifting their thinking to the concept of water conservation management. By decreasing demand, Parksville could defer costly investments of new facilities and equipment. An outline of the potential savings triggered by deferring or reducing costly investments in upgrades or new water infrastructure shall be provided. Percentage of consumption reduction shall be included along with associated costs (include inflation) and years deferred.

Water conservation is critical in summer months, but year-round water conservation has significant benefits as well. Reducing water consumption decreases the stress on the water table, reduces the volume of water treatment, and decreases infrastructure costs. Provincial Water Conservation Guide for BC is available at <https://toolkit.bc.ca>

5. A review of the system resiliency and redundancy for emergencies. Assess alternative options outside of current resources for supply and storage. This will include evaluation of the RDN available capacity to provide the City with water during emergencies including testing of the pipeline, what measures are needed to utilize the old river intake, ability to bypass the water treatment plant, and any other water sources or recommendations. The work will require reviewing drawings and testing the equipment and pipeline to ensure that the approaches are viable and can be utilized when needed. The objective is to provide a plan with a schematic layout and procedure associated with each option.

6. The identification of when and what upgrades will be required for the expansion of the current systems as it pertains to consumption, and life cycle of the infrastructure. Provide a detailed concept plan (schematic drawings) and a Class D cost estimate, of upgrade requirements for Springwood Water Complex reservoirs and wells, Railway wells, ERWS intake, raw water pump station, and water treatment plant.

Review the transmission mains and outline improvements required for meeting delivery capacity, reliability, redundancy, and emergency operations, if any. The Engineering Department is currently undertaking a Water System Utility Master Plan which may cover some of the in-town transmission mains. Findings and results from this study will be shared when available.

7. A review of the water quality and the identification of measures to protect the drinking water and to increase the effectiveness of remedial control and preventative options. While 100% protection cannot be guaranteed all the time, multi-barrier management approaches is an effective way to manage the drinking water systems. As part of the risk assessment, redundancies are to be identified and built into the system where feasible for source water protection, drinking water treatment, and water distribution system.
8. A review of the water source development. A study was completed in 1987 by Chatwin Engineering that looked at possible dam sites at the Englishman River. Identify when and what potential or viable water sources are available, in the Englishman River watershed, to increase water supply capacity once the existing capacity of Arrowsmith Dam and Aquifer 216 systems are reached.

A detailed study to investigate the overall yield of the watershed and the economics of the development of additional storage is to be completed in Phase 2. As part of the Phase 1, provide an overview of the possible locations and a cost estimate to study and develop each of the potential sites.

Field reconnaissance and preliminary analysis will be required to confirm the concept relating to watershed yield, constructability, and environmental flow needs. Outline all the necessary land acquisition required for each option if applicable.

This study shall only focus on the practical sources and practices. Englishman River has an overall catchment area of 324 km² and if one of the sub-catchment areas is considered, one must ensure it has a yield capacity of 50 years plus another 50 years with future upgrades beyond this study.

-
9. A review of the water utility operations. The objective of this section is to discuss the current water industry trends and issues related to system loss (unmetered), operations and maintenance programs (procedures, safety, and preventative maintenance), information systems, utility security, staffing levels, outsourcing and in-sourcing. Outline items requiring improvements if any.
 10. A review of the financial management system with respect to full-cost recovery. The City is in the process of developing an Asset Management Plan. However, the recommendations provided must outline the funding sources (water revenue, DCC, and grant opportunities) to maintain a sustainable water system in perpetuity. Outline whether the water user rates and billing tiers need to be revisited to provide a cost-effective water delivery.

The Auditor General Office has released a Sustainable Financing in Drinking Water Management document. Review and ensure the work meets the requirements.

The Water Use Planning and Management Study is the culmination of input and work by several groups and individuals. Allow adequate time for internal and external public engagements.

Documents to be reviewed included, but may not be limited to:

- Regional District of Nanaimo Best Practices for Climate-Informed Water Supply Planning (2022)
- Downscaled Climate Projections for the Regional District of Nanaimo (ongoing)
- Nanoose Water Region Phase 3 Water Budget Study (2021)
- French Creek Water Region Phase 3 Water Budget Study (October 2023)
- Climate Projections for the Cowichan Valley Regional District
- Office of the Auditor General of BC, the Protection of Drinking Water
- 1987 RDN Integrated Water Study, Englishman River Basin (Chatwin Engr. Ltd)
- 1992 Regional Water Supply System, Draft Predesign Report (KRC Consultants)
- 2010 Englishman River Instream Flow Study, Background Data Review (Ecofish Research Ltd.)
- 2011 AWS Englishman River Water Intake, Treatment Facilities and Supply Mains, Phase 1 Conceptual Planning, Budgeting and Scheduling
 - Final Summary Report
 - Discussion Papers/Technical Memos (16 documents)
- 2012 Estimated Capital Project Costs
- 2012 AWS Public Information Reports
- 2014 Reports
 - AWS/ERWS Intake Study- Phase 1 Conceptual Planning

-
- DFO Request for Review - December 2014
 - LGL - Aquatic Effects Assessment
 - CH2MHILL - Intake, Raw Water Pump Station, and Transmission Mains (TM 2C)
 - AWS/ERWS Letter- December 11, 2014
 - CHMHILL - Intake Hydrology and Hydraulics (TM 2A)
 - CHMHILL - Arrowsmith Lake Reservoir Water Supply (TM 2B)
 - KWL - Distribution System Upgrades - Water Demands (TM 4A)
 - KWL - Distribution System Upgrades - Water Modeling (TM 4B)
 - Water Treatment Plant - Reduced Scale Options, Technical Report
 - CHMHILL Water Intake, Treatment Plant and Supply Mains - Final Predesign Report
 - 2015 Authorization for Fisheries Act Application
 - ERWS Parksville and RDN Costs Allocation
 - CH2MHILL Draft Predesign Report

OBJECTIVE

The objective of this request for proposal is to provide the City with an innovative and efficient Consultant who is effective in working in a multi-disciplinary team-based environment to coordinate several technical assessments and provide critical recommendations. Upon selection of the successful proponent, a detailed Contract will be required confirming the deliverables for each assessment.

REPORTING STRUCTURE

The project will be led by staff in the Utilities Department, with one staff member, Simon Doiron, Manager of Utilities, who will act as the overall Project Manager. The Project Manager will be the primary point of contact for the Consultant.

CITY RESPONSIBILITIES

Provide all available data and reports necessary for the completion of the work.

DELIVERABLES

The key deliverables include but are not limited to:

- Project initialization.
- Bi-weekly updates to Project Manager (can be phone call or email).
- Meeting(s) with internal stakeholders to collect information & data, solicit input, and review recommendations.
- Meeting agenda and minutes.

-
- Draft and final report summarizing the findings, explaining data analysis, methodology, recommendations, and cost estimate associated to each item. Multiple technical memos or discussion papers will not be accepted.
 - Presentation of the final report.

TIMELINE

The following dates, other than the Request for Proposal (RFP) closing date are guidelines only and may be adjusted based on the schedule proposed by the successful proponent.

RFP closing date:	July 12, 2024 (3 pm, Pacific Standard Time)
Evaluation:	July 17, 2024
Award date:	July 22, 2024
Kick-off meeting:	August 3, 2024
Phase 1 draft report:	January 16, 2025
Phase 1 final report:	February 16, 2025

FUTURE WORKS

The City reserves the right to engage the Consultant chosen from this RFP for future work related to this project.

THE CORPORATION OF THE CITY OF PARKSVILLE
REQUEST FOR PROPOSAL 2240-20-WPS
WATER USE PLANNING AND MANAGEMENT STUDY
SUBMISSION AND EVALUATION CRITERIA

PROPOSAL SUBMISSION

Your submission should be organized into the documents and file types listed below:

- Cover Letter
- Proposal submission
Complete proposal submission highlighting the below evaluation criteria, including links or samples of similar work
- Financial Submission
- Appendices – if required

EVALUATION CRITERIA

The following items should be included in your proposal submissions and ***will be the basis for evaluation***. Information should be provided sequentially as shown:

No assumptions should be made that information regarding the Proponent or its participants, their experience, expertise and performance on other projects is known, other than the documentation and responses submitted by the Proponent.

Cover Letter

0 points

Your proposal should include a Cover Letter containing the following information:

- Should identify the Prime Consultant and any sub-consultants that make up the team.
- Should contain company name, address, website, telephone number, email address and primary contact person.
- Signed by the person or persons authorized to sign on behalf of the company.
- Should acknowledge any addendums issued for this Request for Proposal.

Qualifications

20 points

- Provide qualifications and resume for the Project Manager who has the overall responsibility for the project. The Project Manager should designate the backup person to act on their behalf during holidays, sickness, etc.
- Provide qualifications and resume of the key staff or any key sub-consultants in each discipline who will be involved in the project; their duties, their role in the project and percentage of their time devoted to this project.

Knowledge and Experience

25 points

- The proposal shall demonstrate the knowledge and experience of the individual proposed as Project Manager as well all required specialists and experts that may be necessary to complete the work.
- Teams must demonstrate they have expertise and experience in projects of similar scope, size and complexity (please provide a sample final report which the City will maintain in confidence) and are familiar with challenges of the project.
- Provide a matrix with a minimum of three (3) projects for each team member, highlighting their previous experience in their area of specialty.
- Provide a minimum of three (3) references from clients that the Proponent has served, highlighting similar previous experience.

Project Understanding and Methodology

35 points

- Proponents shall outline an approach to the project reflecting a clear understanding of the Scope of Work.
- Demonstrate your understanding of the project by describing key issues and potential resolutions that are appropriate for the Parksville context.
- Outline your abilities to use creative solutions, innovations, methodology or other traits that will allow your firm to successfully complete this project.
- Proponents should provide their methodology and work plan to achieve the program objectives and timelines.
- Provide cost control procedures and the Proponent's method for monitoring the project timeframe, quality of work and budget.

Fee Proposal

15 points

Proponents should provide a fee proposal, preferably in an Excel styled spreadsheet, including a detailed explanation of the makeup of the total cost for this project including:

- breakdown of project tasks, personnel responsible, number of hours, total number of staff hours, hourly rates, and total proposal costs;
- submit a schedule of hourly rates should additional services be required;
- list of expected expenses, disbursements, and any other probable costs; and
- all applicable value added taxes.

Sustainability

5 points

The City of Parksville, in support of our community and corporate goals, is committed to ensuring our purchasing decisions achieve best value by seeking supply and service arrangements which provide the optimum combination of quality, service, price, and sustainability considerations. Our objective is to integrate economic, social, and environmental considerations into our procurement development and award processes.

This RFP asks proponents to provide information about their internal efforts that align with the City's goals.

The Evaluation Committee may apply the evaluation criteria on a comparative basis, evaluating the proposals by comparing one Proponent's proposal to another Proponent's proposal. The Evaluation Committee will not be obligated to select the proposal that offers the lowest price or cost or any proposal at all.

The weighting listed above with the evaluation criteria indicate the relative weighting anticipated by the City and is shown to give general guidance to Proponents in the preparation of proposals. The evaluation criteria will be applied to all proposals fairly and without bias to any Proponent or Proposal and the same criteria and weightings will be applied to all proposals.

The Evaluation Committee reserves the right to not complete a detailed evaluation of a proposal if the Evaluation Committee concludes, having undertaken a preliminary review of the proposal, that the Proponent or proposal as compared to all the proposals is not in contention to be the selected proposal.

THE CORPORATION OF THE CITY OF PARKSVILLE
REQUEST FOR PROPOSAL 2240-20-WPS
WATER USE PLANNING AND MANAGEMENT STUDY
INSTRUCTIONS TO PROPONENTS

1.0 SUBMISSION REQUIREMENTS

- 1.1 Proposal submissions will be accepted up to **3:00 pm, Pacific Standard Time, on July 12, 2024 (the “Closing Time”)**. All submissions and accompanying documents must be uploaded electronically to SDoiron@parksville.ca. Hardcopy or facsimile submissions will **NOT** be accepted.

Requested Files:

Organize your submission into the following individual files (note the required file types):

- Cover Letter (File Type: PDF) – required
- Proposal Submission (File type: PDF) – required
- Pricing Submission (File type: PDF) – required
- Appendices (File type: any) - optional

a) **Important Notes:**

Uploading and emailing large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. Allocate sufficient time for all uploads to complete prior to closing time.

The City will not be liable for any delay in uploading/emailing submissions for any reason including technological delays, or issues by either party's network. The City will not be liable for any damages associated with Submissions not received prior to the closing time.

- 1.2 Proposals received and not conforming to Item 1.1 above, will not be considered.
- 1.3 Proposals, rather than tenders, have been requested in order to afford proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the City's needs in a more cost-effective manner. Proposals should be based on these Instructions and the attached Terms of Reference.
- 1.4 Any addenda to this Request for Proposal will be posted on the City's web site located at www.parksville.ca. **It is the sole responsibility of each proponent to make sure that it is in receipt of all addenda prior to the Closing Time and acknowledge receipt of all addenda on their cover letter accompanying its proposal.**

- 1.5 Proponents are solely responsible for any costs or expenses related to the preparation and submission of proposals.
- 1.6 After the Closing Time all proposals received by the City become the property of the City.
- 1.7 Your proposal must be irrevocable and capable of acceptance for a period of 90 days after the Closing Time.
- 1.8 This Request for Proposal is subject to the City's Purchasing Policy which may be viewed [here](#) and the laws of the Province of British Columbia.
- 1.9 This Request for Proposal is subject to the terms and conditions of the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA).

2.0 DEFINITIONS

- 2.1 The Corporation of the City of Parksville is referred to as the “City”.
- 2.2 The entity submitting a proposal is referred to as the “Proponent”.
- 2.3 The successful Proponent is referred to as the “Consultant”.

3.0 CONFIDENTIALITY

- 3.1 The City recognizes the importance to Proponents that their ideas and plans remain confidential; otherwise, they may be reluctant to disclose such information. The City will endeavour to respect and protect the confidentiality of such information and will treat it as supplied in confidence within the meaning of section 21 of the *Freedom of Information and Protection of Privacy Act*.
- 3.2 By submission of a proposal the Proponent agrees to maintain in confidence all information provided by the City in relation to the RFP. The contents of the RFP and any information provided by the City or its consultants in relation to this RFP may not be used or disclosed by a Proponent for any purpose other than in relation to the proposed or actual submission of a proposal.

4.0 COPYRIGHT OR OWNERSHIP

- 4.1 All documents, reports, working papers or other materials submitted to the City shall become the sole and exclusive property of the City, in the public domain, and not the property of the Consultant. The Consultant will be required to assign any and all copyright to the City. The City will have exclusive rights to copy, edit, publish, and re-use all material in connection with this project and as reference material for future works at the City without further compensation to the Consultant.

5.0 PRICING

- 5.1 Your proposal should identify the "Net Total Cost" (which must include materials costs, labour costs, expenses/disbursements, sub-consultant(s) fees and expenses and any other charges) **excluding applicable taxes**, so as to be the final cost to the City for the proposed services.
- 5.2 The activities or tasks listed in the attached Terms of Reference are minimum requirements to be undertaken. Proponents may also provide separate pricing on additional requirements they feel would benefit the City in meeting its goal.
- 5.3 All prices proposed should be in Canadian funds.

6.0 INVOICES

- 6.1 All invoices paid as a result of this Request for Proposal will be paid as per the City's standard payment terms – Net 30 Days.
- 6.2 All invoices, quoting the City's Purchase Order Number, should be submitted electronically to AP@parksville.ca

7.0 INDEMNIFICATION

- 7.1 In carrying out these works the Consultant, and/or their sub-consultant(s) will act as an independent Consultant(s). The Consultant must agree to keep the City indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the Consultant or its' employees who shall be and remain at all times and for all purposes, the servants or employees of the Consultant or their sub-consultant(s), save and except to the extent that such claims action or demands arise from or relate to the negligence, wrongful act or omission of the City, or any of its officers or employees.

8.0 CONFLICT OF INTEREST

- 8.1 Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

9.0 COMPLIANCE WITH LAW

- 9.1 The Consultant shall comply with, and observe, all applicable laws and relevant regulations of any federal, provincial, or municipal government or authority applicable to the supply of the service.

10.0 BUDGET

- 10.1 Acceptance of any proposal may be subject to budget considerations and available funding.

11.0 CANCELLATION

- 11.1 The City reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost, or expense incurred or suffered by any Proponent as a result of that cancellation.
- 11.2 The City reserves the right to cancel the Contract, at its sole and absolute discretion, with 30 days' written notice to the Consultant, and the Consultant will

have no rights or claims against the City. The Consultant will be entitled to be paid for all authorized work and expenses to termination date. Cancellation would not, in any manner whatsoever, limit the City's right to bring action against the Consultant for damages for breach of contract.

12.0 PROPONENT'S EXPENSES

- 12.1 Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. If the City elects to reject all proposals, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

13.0 LIMITATION OF DAMAGES

- 13.1 No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, or as a result of the City's rejection of that Proponent's proposal, or as a result of the City's award of a Contract to another Proponent or no Proponent and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

14.0 RESPONSIBILITY OF PROPONENTS

- 14.1 Each Proponent is responsible for informing themselves as to the contents and requirement of this proposal. Each Proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the proposal and to prepare and submit their proposal. The City will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this proposal, or as a result of any misunderstanding or misinterpretation of the terms of the proposal on the part of any Proponent.
- 14.2 If a Proponent is in doubt as to the true meaning of any part of this Request for Proposals, or finds omissions, discrepancies or ambiguities, a request for interpretation or correction may be submitted to the office of Supply Management Services and, if deemed necessary by the City, an addendum will be issued in accordance with section 1.4. This procedure also applies should the City, of its own accord, wish to expand or delete any part of this Request for Proposal.

15.0 ACCURACY OF INFORMATION

- 15.1 The City makes no representation or warranty, either expressed or implied, with respect to the accuracy or completeness of any information contained in or referred to in this RFP or any record or document associated with it.

16.0 SOLICITATION

- 16.1 If any director, officer, employee, agent, or other representative of a Proponent makes any representation or solicitation to the Mayor, any Councillor, officer, or employee of the City with respect to the Proposal, whether before or after the submission of the Proposal, the City shall be entitled to reject the Proposal.

17.0 PUBLICITY

- 17.1 The Consultant shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals or resulting Contract to the media or any member of the public without the prior written authorization of the City.
- 17.2 All publicity relating to this project is subject to the approval of the City and no mention of the Project in advertising or articles in any publication will be permitted unless authorized in advance, in writing by the City.

18.0 EVALUATION PROCESS

- 18.1 An evaluation committee made up of City representatives will be reviewing proposal submissions. The City reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value offered to the City and not necessarily the lowest price.
- 18.2 The City reserves the right to conduct pre-selection meetings with Proponents. The City further reserves the right to conduct post-selection meetings in order to correct, change or adapt the selected proposal to the wishes of the selection committee.
- 18.3 The Proponent acknowledges that the City shall have the right to reject any and all proposals for any reason or to accept any Proposal which the City in its sole unrestricted discretion deems most advantageous to itself, including any Proposal that does not contain the content or form required by this Request for Proposal, or for failure to comply with the process for submission noted in this Request for Proposals. By submitting a proposal, the Proponent acknowledges the City's right under this clause and absolutely waives any right of action against

the City for the City's failure to accept the Proponents' proposal whether or not such right of action arises in contract, negligence or any other cause of action.

18.4 The lowest or any proposal will not necessarily be accepted.

19.0 CONTRACT AWARD AND EXECUTION

19.1 The RFP and proposal of the selected Proponent shall become part of any contract initiated by the City. The selected Proponent shall be expected to enter into a contract that is substantially the same as the sample contract included. In no event should a Proponent submit its own standard contract terms and conditions as a response to this RFP. The Proponent should submit with its proposal any exceptions or contract deviations that its firm wishes to negotiate.

19.2 The Consultant will be required to enter into a written contract, in a form approved by the City Solicitor. The attached Appendix A – Professional Services Agreement will form the basis of the contract from this RFP.

20.0 ENQUIRIES

20.1 All enquiries regarding this Request for Proposal must be directed in writing to Simon Doiron, Manager of Utilities, by email to SDoiron@parksville.ca. All questions should be received at least 5 (five) days prior to the closing time and date.

20.2 The City will not be responsible for, and the Proponent shall not rely upon, information, instructions or clarifications given to a Proponent other than in the form of a written addendum issued by the City. Without limiting the foregoing, any verbal representations, promises, statements or advice made by any employees of the City shall not be relied upon.

Appendix B

