



# **TOWN OF SHELBURNE**

## REQUEST FOR PROPOSALS

### Lift Station Upgrades

Town of Shelburne  
P.O. Box 670  
168 Water St  
Shelburne, NS B0T 1W0

Call for Proposals: September 6, 2021  
Closing Date: September 27, 2021

## **INFORMATION TO BIDDERS**

### **1. Scope of Proposals:**

The Town of Shelburne is requesting proposals from experienced vendors to provide Electrical panel upgrades to 2 of our 11 lift stations. This is phase 2 in a 10-year plan to upgrade 10 stations and add remote operation to all 11. All work is to be done in accordance with the Terms of Reference provided later in this document at any or all of the location listed below:

#### **Dock Street**

### **2. Questions & Clarifications:**

It is the Proponent's responsibility to clarify any details in question not mentioned in this document prior to submitting their Proposal.

Questions relating to this proposal must be received by September 16<sup>th</sup>, 2021 before 4:00 p.m. and can be e-mailed to the attention of Will Butler, Supervisor of Public Works ([will.butler@shelburnens.ca](mailto:will.butler@shelburnens.ca)).

Responses to all questions will be shared with all proponents via the website to ensure a level playing field for all proponents. Questions received after this date and time will not receive a response.

Questions will be answered within forty-eight (48) hours of receipt (weekends excepted). A clarification does not form part of the Proposal document.

Any modifications to the document will be in the form of an addendum which will be issued to all proponents and provided on the website at least twenty-four (24) prior to the closing date. No changes will be made during the final twenty-four (24) hours.

### **3. Delivery and Closing Date for Proposals:**

Any change notices, appendices and addenda issued for this Request for Proposal shall be considered part of this proposal document.

Due to Covid 19, we prefer proposals be submitted via email, clearly marked with the proposal name, number, and directed to the attention of the appropriate contact on or before the closing date and time. If you are sending your proposal by mail, proponents must submit one hard copy of the submission and a suitable electronic copy for distribution. Your proposal must be written in ink or type

written. Erasure, overwriting or strikeouts must be initialed by the person signing on behalf of the proponent.

Faxed proposals are not acceptable.

Proposals shall not be accepted after the closing date and time. Proponents may not make modifications to their proposals after the closing date and time.

All proposals shall become the property of the Town.

It is the responsibility of each proponent to submit all required documents as outlined in this Request for Proposal. Failure to quote on all options set out will disqualify your proposal.

Sealed proposals in an envelope, including the attached document (Schedule "A") should be clearly marked as to contents and will be received until 2:00 pm on September 27<sup>th</sup>, 2021.

Proposals will be opened immediately following the closing date detailed above and will be provided to the evaluation committee.

**4. Town Contact Person:**

Questions with respect to this process, or requests for further information or clarification should be directed to Will Butler, Supervisor of Public Works via email to [will.butler@shelburnens.ca](mailto:will.butler@shelburnens.ca).

**5. Selection Process:**

The Town will not necessarily accept the lowest price or any proposal. Any implication that the lowest price or any proposal will be accepted is hereby expressly negated. The proposal will be awarded to one firm only.

**6. Evaluation Criteria:**

Each Request for Proposal will be evaluated by the Town to determine the degree to which it responds to the requirements as set out in this document.

**a. Responsiveness**

Adherence to the requirements of this RFP – completeness and thoroughness of proposal submitted.

**b. References**

Provide two (2) references – municipal clients preferred. As part of this we will be looking at your ability to services the lift stations in the future should we need assistance.

**c. Work Plan**

A detailed plan including but not limited to: A Gantt chart, showing the project schedule time frame from; the production of the new electrical panel to its approximate installation date and quality assurance audit as well as details around the service agreement.

**d. Cost**

A breakdown of cost to have the new electrical panel built and installed including any alterations to bring them up to today's electrical codes (i.e., junction boxes between the panel and the well, moving the hydro meter, etc).

Cost schedule illustrating any monthly and annual rate cost per lift station in regard to reporting, monitoring, upgrading and maintenance of SCADA or similar systems.

Following the evaluation and development of a short list, the interview that may be requested will be considered in addition to previous scoring.

Proposal Bid	Responsiveness 10%	References 5%	Work Plan 20%	Cost 65%	Total Score %

**7. Rejection of Proposals**

The Town reserves the right to reject any and/or all proposals received. The Town is not under any obligation to award a contract and reserves the right to terminate the Request for Proposal at any time for any reason, and to withdraw from discussions with all or any of the proponents who have responded. The receipt and opening of a proposal do not constitute acceptance of any proposal.

**8. Reservation of Right:**

Bidders will not have the right to change conditions, terms, or prices of the proposal once the proposal has been submitted in writing to the Town, nor shall bidders have the right to withdraw a proposal once it has been processed through the official opening.

The Town reserves the right to consider, during the evaluation of Proposals:

- a) The Town's past experience with the Bidder and/or its management;
- b) Information provided in response to enquiries of credit and industry references;

- c) Information received in response to enquiries made by the Town of third parties apart from those disclosed in the proposal in relation to the reputation, reliability, experience and capabilities of the Bidder;
- d) The manner in which the Bidder provides services to others; and,
- e) The experience and qualification of the Bidder's senior management and project management.

The Town may, in its sole discretion, reject any proposal which does not fully satisfy the above consideration to its satisfaction.

**9. Governing Law:**

Any contract resulting from this Request for Proposal shall be governed by and interpreted in accordance with the laws of the Province of Nova Scotia.

**10. Proposal Requirements**

Bidders are required to provide the following in their proposals:

- A) Full cost information (including HST and expenses) as requested; and, Timelines for completion of upgrades to meet Town scheduling requirements.
- B) Detailed description of warranty conditions.
- C) Proof of required insurance and WCB coverage.

**TERMS OF REFERENCE**

The Town of Shelburne is seeking a contractor or contractors who can build and perform the installation of new electrical panel upgrades for its lift stations located at Dock Street.

The proponent shall comply with laws, ordinances, rules, and regulations relating to the work and follow the Occupational Health and Safety Act and associated regulations under the law in the Province of Nova Scotia throughout the duration of the contract.

The Town of Shelburne has the authority to make changes and order such extra work to the contract as in its opinion may be necessary. The Town reserves the right to add or remove services that in its opinion is in the best interest of the Town.

**DELIVERABLES**

Proponents will be expected to manufacture / create and install a new electrical panel and enclosure for our lift station. The Dock Street station is a 3-phase 600volts panel which has 2 pump controls.

- Dock Street panel is currently located on top of the wet well (*current panel enclosure size 60x30x12"/ concrete monument void 75x30x16'*). The new panel is to be installed off the wet well.

Proposal should have Operator safety in mind, allowing the Operator access to controls they require, but limiting access to electrical hazards of the panel and provide a junction box where the Operator can safely disconnect the pumps for replacement and maintenance.

The proposal must also include SCADA or similar remote access capability and must provide full cost and any monthly or annual expenses the Town may incur.

### **ASSUMPTIONS**

Proponent will be responsible for the removal of the existing panel and for installation of the new panel; this will also include modification to existing station infrastructure to bring the stations up to code and to ensure it works with existing floats, transducers and pumps (this cost must be acknowledged in the proposal).

Proponent will be responsible for hiring their own electrician to facilitate installation and altering of electrical components.

Proponent will be responsible for any site preparation, including concrete work that may need to be done.

Proponent will be responsible for planning and implementing a plan to deal with the effluent that enters the Dock Street lift station wet well during the installation phase of the project. The plan must be in accordance with Nova Scotia Department of Environment guidelines.

Proponent will be responsible for the cost of repairs if there is a break/malfunction with the installation of the new control panel during the timeframe of the project/work being complete.

### **SCOPE OF WORK**

- Construct and supply a three phase 600-volt control panel for the automatic control of well pumps with level control:
  - o Dock Street – 1 Flygt Pump 3152-181 (20hp), 1 Sulzer (17 hp)
- Including power supply cable from transformer to panel
- Pump Control Panel
  - o Dock Street - 2 pumps

- Stainless steel enclosure
- Individual motor circuit breakers
- Door to have interlocked main isolator
- Inner Panel for controls
- 100A Fusible Safety Switch
- 100A 600V Meter base
- Ewon Flexy Remote Gateway (or equivalent)
- Per pump – 600V starters with breakers / disconnect
- 120v space heater – 200w / thermostat
- Door mounted PLC control panel
  - Power failure
  - Float indication
  - Low & High level alarms
  - Pump overload / failure
  - Pump run time
  - Alarm log
  - Pump running current
  - Pump run & stop indication
  - Number of Pump starts
  - Screen interface minimum 5.5” screen
- Remote access via PC / iPhone / tablet
  - Fault notification
  - Fault reset
  - Pump re-start
- Control UPS for power failure notification
- 2a service plug in panel
- Panel surge protection
- Equip with transfer switch for future generator
- Intrinsically safe relays for:
  - 4 floats (low, pump 1, pump 2, high)
- Bid to include the start up, overview and operator training for use of the control panel and operator interface (PLC) & remote device interface - 1day.

## **PROJECT COMPLETION / ACCEPTANCE CRITERIA**

The project will be complete when:

- 1) The new electrical panels have been inspected, running with no issues and training has been completed.
- 2) The SCADA system is successfully running with no issues and training has been completed.

\*Final completion may not necessarily occur after successful startup of the panels if faults and bug remain in the remote system. Please be advised that the Town of Shelburne reserves the right to withhold 10% of the overall payment until all systems are running as intended and have successfully passed a project closure quality audit.

\*Payment schedule shall be 20% (Initial Start-up), 30% (Completion of Panel Build), 40% (Panel Installation) & 10% (Hold Back for Deficiencies)

## **COMPANY INFORMATION**

The Town of Shelburne requires the following information and/or documentation about your company to assist in the review of your proposal. Please provide the following information and enclose any supporting documentation which you feel is relevant.

- Have you ever done the same or similar work for other Municipalities? If so, state where and when the work was performed.
- Could you provide two (2) references where you have successfully provided similar services? If possible, provide a reference to a contract similar in scope. The references must contain their business name, address, and contact person and telephone number.
- How long has your company been in business?
- Does your business have valid First Aid and WHMIS?

## **SCHEDULE A**

Schedule A to this document is relevant information that is required, and the form or replica must be completed and submitted with your proposal to be considered complete.

NOTE: If there is any confusion or omission regarding policy, please refer to the Town's Procurement Policy.

**SCHEDULE A**

**COVER SHEET FOR PROPOSAL**

**Company Name:** \_\_\_\_\_

**Company Address:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Key Contact for Proposal: Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Name of Request for Proposal:** \_\_\_\_\_

**Number of Request for Proposal:** \_\_\_\_\_

**Documents Attached:** \_\_\_\_\_

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