



REQUEST FOR EXPRESSIONS OF INTEREST – 5310 EOI

HYDROGEOLOGICAL CONSULTANT FOR THE GARDEN CITY LANDS

Responses will be received at the Information Counter, Main Floor, Richmond City Hall, addressed to the Purchasing Section, 6911 No. 3 Road, Richmond, BC, V6Y 2C1, until **3:00 pm, local time, on November 17, 2014** (the “Closing Date/Time”).

All queries related to this Request for Information should be submitted in writing to the attention of:

Kerry Gillis, Buyer II

email: purchasing@richmond.ca

The deadline for all enquiries is **5:00pm, local time, on November 10, 2014**. The City reserves the right not to respond to inquiries received after this deadline.

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1.0 Introduction

- 1.1. The City of Richmond (the “City”), is seeking Responses to this Request for Expressions of Interest (“RFEOI”) from Qualified Environmental Professionals to provide a hydrogeological survey of the Garden City Lands (“the Lands”).
- 1.2. The objective of this RFEOI is to provide the City with qualified Consultants capable of carrying out the work program defined in this RFEOI.

2.0 Definitions

- 2.1. Throughout this RFEOI the following definitions apply:
 - a) “City” means the City of Richmond;
 - b) “City’s Designated Representatives” means the City’s employees or representatives who are authorized in writing to deal with the Consultant on behalf of the City in connection with the goods, materials, equipment and services or to make decisions in connection with the Contract;
 - c) “Closing Time” means the closing date, time, and place as set out on the title page of this RFEOI;
 - d) “Contract” or “Agreement” means the written agreement resulting from this Request for Expressions of Interest (if applicable) and executed by the City and the Selected Respondent for the Work;
 - e) “Expression of Interest” or “EOI” means a statement of qualifications submitted in response to and according to the terms of this Request for Expressions of Interest;
 - f) “Project” means the scope of Work and Requirements described in this RFEOI;
 - g) “Request for Expressions of Interest” or “RFEOI” means this document and related process;
 - h) “Requirements” means all of the specifications, requirements and services set out in the RFEOI that describes the general requirements that the goods, materials, equipment and services must meet and the selected Respondent shall provide;
 - i) “Respondent” means an individual or a company (vendor) that submits, or intends to submit, a Response;
 - j) “Response” or “Submission” means an Expression of Interest;

- k) “Selected Respondent” or “Successful Respondent” is the Respondent whose Expression of Interest, as determined through the evaluation criteria described in this RFEOI, provides the best overall value in meeting the requirements of the RFEOI, and with whom a Contract may be considered;
- l) “Services” means the same as “Work”, and
- m) “Work” means all the labour, materials, equipment, supplies, services and other items necessary for the execution, completion and fulfilment of the Requirements.

3.0 Key Dates

- 3.1. In order to assist Respondents, the following table lists the key target dates and events with respect to this RFEOI process. Such dates are not guaranteed and may change based upon circumstances.

1. RFEOI issued	October 27, 2014
2. Inquiries received up to	November 10, 2014
3. Closing Time for Submissions	November 17, 2014
4. Evaluation	November 18 - November 30, 2014

4.0 Background

- 4.1. The City is owner of the Lands. The 56 hectare property is undeveloped, except for small fill areas related to previous use as a host to radio transmission equipment and a shooting range. The City is currently engaged in a planning process to determine the long-term use of the Lands. The current vision includes some combination of teaching and/or demonstration farms, natural park area, and preserved bog margin habitat.
- 4.2. The site is located in central Richmond, and is accessible by paved road. The Lands are generally flat, with one mound of fill material a few metres high covering about 1/10th of the site. There are several access roads on the Lands of varying (unpaved) quality, and the areas aside from the roads are soft bog soils, with periodic flooding in areas. The Lands are surrounded on all four sides by paved roads and related in-ground drainage infrastructure.
- 4.3. Previous investigations have indicated soil conditions are up to 1.4 m of soil and peat (with local fill up to 2m), over a 1.7 – 3.6 m unit of soft clayey silts, which transitions through widening interbeds into an underlying, fine to medium sand. The sand unit is encountered at between 5 and 10m depth, and is approximately 10-20m thick, with another silt layer at the base of investigation.

- 4.4. Groundwater is found at varying depths across the Lands and varies seasonally. A perched groundwater unit commonly saturates the surface, with standing water common during the winter rain season in low-lying parts of the Lands. A regional groundwater system is inferred to exist in the sand layer, with that regional groundwater table found somewhere in the shallow silt unit. Determining the relationship between these groundwater systems, and the direction of flow within the different hydrogeologic units is the purpose of this study.
- 4.5. Subsurface conditions are interpreted from earlier geotechnical studies on the Lands which included auger holes and cone penetration testing. Several groundwater monitoring wells have been installed on the site, although it is unknown if any of these monitoring wells are still in place, or if they are operative.

5.0 Project Objectives

- 5.1. The objective of the work program is to improve the understanding of the groundwater hydrology of the Lands, to facilitate better planning in regards to future site use.

6.0 Project Scope

- 6.1. The project will include the installation of an appropriate number of piezometers to characterise the local and shallow regional groundwater regime, and initial monitoring of the groundwater conditions in two seasons to infer vertical and horizontal groundwater flows.
- 6.2. The project will not include geotechnical investigation of soil conditions, investigation of groundwater or surface water quality, or contaminated sites investigations.

7.0 Consultant Duties

The Successful Respondent will be responsible for:

- 7.1. The review of existing (contaminated sites and geotechnical) reports belonging to the City, to create context for the installation of a groundwater monitoring system.
- 7.2. Installation of an appropriate number of piezometers to create a small-scale hydrogeologic concept of the Lands, including the comparison of the perched and confined aquifers found in the top 10 – 15 m of the Lands. The installations will be required to respect the natural ecology of the Lands, creating as small a disturbance as possible to the natural bog fringe conditions.
- 7.3. Surveying the locations of existing and installed piezometers to facilitate hydrogeologic monitoring.

- 7.4. Performing development and monitoring of all piezometers in at least two different seasonal conditions, to determine first-approximation vertical and horizontal groundwater flow.
- 7.5. Reporting on monitoring results, and providing diagrams (i.e., isopleths maps) and survey data to the City.

8.0 Deliverables

- 8.1. The Selected Respondent will be expected to provide a report detailing the results of the hydrogeological investigation, including the data collected in the field, and the professional interpretations signed and sealed by a Qualified Environmental Professional.

9.0 City Provided Items

- 9.1. Any and all expenses, including travel or per diem as and when required by the Successful Respondent to carry out its obligations under the Contract shall be at the Successful Respondent's expense.

10.0 Submission Details

- 10.1. Respondents should submit two (2) hard copies, plus one electronic copy (on a CD ROM or memory stick) of their Expressions of Interest marked "**5310 EOI – Hydrogeological Consultant for the Garden City Lands**" to the Purchasing Division, Information Counter, Main Floor, Richmond City Hall located at 6911 No. 3 Road, Richmond, BC V6Y 2C1. Submissions will be received by the Closing Time.
- 10.2. Submissions will be evaluated at the discretion of City based upon the information contained in the submissions.
- 10.3. Submissions received after this time may, at the City's discretion, be returned to the sender unopened.
- 10.4. Hard copy and electronic copy Submissions should be identical to each other and in the same file format (i.e. Excel, word).
- 10.5. Submissions should be submitted in a sealed envelope or package, marked with the Respondent's name and the RFEOI title and number.
- 10.6. Any and all costs associated with the preparation and submission of the Response, including any costs incurred by the Respondent after the Closing Time, will be borne solely by the Respondent.
- 10.7. By submitting a Response, the Respondent acknowledges and agrees that the City will not be responsible for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the Respondent as a result of or arising out of submitting a Response for the proposed Contract, or

due to City's acceptance or non-acceptance of their Response or any breach by City of the bid contract between City and each of the Respondents or arising out of any contract award not made in accordance with the express or implied terms of the Response documents.

11.0 Inquiries

- 11.1. Questions relating to this RFEOI may be directed to Kerry Gillis, Buyer II by email to purchasing@richmond.ca by the deadline listed on the title page of this RFEOI.
- 11.2. Inquiries and responses relating to the RFEOI will be posted on BC Bid (<http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>) and the City's website (<http://www.richmond.ca/busdev/tenders.htm>). It is the sole responsibility of each Respondent to check these sites on a regular basis for amendments, addendums, or questions related to this RFEOI.
- 11.3. The decision to issue or not issue an addendum is entirely at the sole discretion of the City.
- 11.4. Each addendum will be incorporated into and become part of the RFEOI document. No addendum or amendment of any kind to the RFEOI is effective unless it is contained in a written addendum issued by the City's Purchasing Section.

12.0 Format Requirements

- 12.1. Responses submitted should be no more than 10 (ten) pages (five double-sided, cumulative) in length, not including appendices, and should adhere to the following structure – including section title and order as indicated below:

SECTION A: Cover Letter and Executive Summary

- a) This covering letter referencing the RFEOI number and title should clearly state the Respondent's understanding of the services to be provided. The letter should include the name(s) of the person(s) who will be authorized to make representations for the Respondent, their title(s) and telephone number(s) and email address. The cover letter should be signed by an authorized signatory in a position to legally bind the Respondent to statements made in response to this RFEOI.
- b) The executive summary should provide a synopsis of your overall approach and key points in your Response.

SECTION B: Table of Contents

- a) The Table of Contents should reference the applicable section, sub-section and page numbers (e.g. Section C pages x-x, Sub-Section Part 1 page x-x). Pages should be consecutively numbered.

SECTION C: Experience, Reputation, Capacity, Team Composition and Resources

- b) Provide sufficient information that demonstrates the Respondent's experience, reputation, capacity, and availability of resources, including the ability to meet Requirements of this RFEOI, qualifications and competencies, track record, references of current and former clients for types of services described in this RFEOI.
- c) Provide sufficient information about your company that includes, but is not limited to the following:

Part 1: Should include the following information:

- i. Contact information, including name, title, address, e-mail and telephone number.
- ii. Any other name(s) Respondent is, or has, been doing business under.
- iii. Location of head office and subsidiary offices, as applicable; number of employees;
- iv. A corporate profile of the Respondent's firm outlining its history, philosophy and target market;
- v. A detailed listing, with descriptions, of successfully completed projects that demonstrate the Respondent's experience with providing the types of services required by this RFEOI;
- vi. Detailed information of the Respondent's years of relevant experience in providing the services required by this RFEOI;
- vii. An organization chart of the Respondent's organizational structure as this will relate to the Respondent's team members that will be assigned to perform the services under this Contract. This should include the Respondent's internal reporting structures;
- viii. Team Composition – provide a complete listing of all resources who will be assigned to this project. Resources will be identified as follows:
 1. A list of all personnel assigned to this project:
 - a. A brief resume identifying each individual's qualifications and experience.

- b. Number of years each individual has worked for the company and specific projects worked on.
2. A description of available support staff and firm resources.
3. Confirmation of the availability of the key staff during the required time frame.

Part 2: Additional Information

- i. In this section, Respondents may provide any additional comments about their experience, capacity, and resources which they feel would be informative and beneficial to the City.

Part 3: References

- i. Respondents should provide a list of former and current references for all customers for whom the Respondent has provided the similar services required in this RFEOI, for the past 5 (five) years (list all). Respondents should include a brief ½ page summary of the services provided, and the date of services. Include the organization name and address, telephone, and email address of primary contact. The City may, during the evaluation process, contact the references to confirm statements made in response to this RFEOI.

SECTION D: TECHNICAL INFORMATION

- a) In this section Respondents should provide:

Part 1: Methodology, Work Plan and Schedule

- i. A short narrative (no more than two pages) that illustrates the Respondent's understanding of the Project (including background, objectives and scope), the Requirements, Project deliverables and Project objectives and how these will be achieved by the Respondent's methodology;
- ii. A methodology that describes the key elements of the approach that would be employed by the Respondent in undertaking this Project for the City as outlined in this RFEOI. Step by step procedures, documentation and a schedule of activities which indicate how it proposes to meet these needs should also be provided. The methodology should include information about the number of piezometers proposed and the proposed monitoring period. It should also include information about what will be expected of both the Consultant and the City with respect to each task, and how the tasks achieve the project objectives/outcomes.

This section should be clearly laid out, with each task succinctly described, and deliverables/outcome associated with each task identified.

- iii. A specific timetable, milestones, meetings and a work plan for the Services as outlined in section 6 (six), including timelines for completion of specific tasks, time requirements and identification of specific deliverables.
- iv. List the Project Team's staff, and time requirements of each that would be required to participate during the performance of the Services.
- v. A description of the Project deliverables that will be provided to the City.

Part 2: Applicable Standards

- i. Respondents should reference all applicable standards to be used in determining and completing their methodologies. If there are any standards specific to the Respondent's firms (not required by applicable industry standards) that will be applied during the performance of the services, then these should be specified in the Responses as they will need to be considered by the City.

SECTION E: PROPOSED FEES FOR METHODOLOGY

- a) Appendix One – Fee Schedule should be submitted in the format included with this RFEOI and may represent fee per piezometer installed and the total fees to complete the Project including expenses and disbursements
- b) Additionally, in this section Respondents should provide pricing, payment options and cost saving strategies to the City, including:
 - i. Provide a separate detailed listing of anticipated disbursements and expenses.
 - ii. Confirm that all invoices will be in Canadian Funds;
 - iii. Please include any cost saving strategies that will benefit the City.

SECTION F: WORKSAFE, INSURANCE(S), BUSINESS LICENSE

- a) In this section Respondents should provide:
 - i. Confirmation of WorkSafe BC coverage. Respondents not already having the WorkSafe appropriate coverage will be required to obtain the appropriate coverage prior to Contract award.

- ii. Confirmation of Required Insurance (See section 9.1 of http://www.richmond.ca/_shared/assets/General_Conditions_for_Consulting_Services_Provided_to_the_City28608.pdf)
- iii. The Successful Respondent may be required to carry the appropriate insurance coverage amounts, prior to Contract award.

13.0 Review of Submissions

- 13.1. All Responses will be evaluated for their compliance and suitability with respect to the Requirements of the City by a committee composed of City staff or designates, which may include third party consultants.
- 13.2. The City will review the Responses submitted to determine whether, in the City's opinion, Respondents have demonstrated the required experience and qualifications to fulfill the obligations of the services identified in this RFEOI.
- 13.3. The City, in its sole discretion, may conduct any inquiries, clarifications or investigations on any or all of the Responses, without having any duty or obligation to do so for all, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with the Response and may seek clarification from the Respondent's clients regarding any financial and experience issues.
- 13.4. Responses will be evaluated on the basis of the overall best value to the City based on quality, service, price and any other criteria set out herein including, but not limited to:
 - a. Understanding of project objectives/outcomes and vision;
 - b. Quality of described methodology, work plan and schedule (including time and resource impact to the City staff);
 - c. Capacity of the firm to complete the Services, company reputation and resources, experience and qualifications of those staff to be assigned to do the Work. In addition, the City will place consideration on the Respondent's:
 - i. Business and areas of expertise as well as ability to demonstrate the required skills and experience in providing completing the Work;
 - ii. Ability to communicate and work effectively with the City, and its stakeholders and within specified timeframes;
 - iii. Quality of references;
 - iv. Previous experience with similar type projects;

- v. Schedule and strategy for sequencing of the Work;
 - vi. Fee allocation to tasks and value for money and
 - vii. Clarity and brevity of the Response.
- d. Preference may be given to Submissions offering innovative methodology, those that require the least impact to City resources, and environmentally beneficial goods or services.
- 13.5. Respondents may be scheduled for interviews at the discretion of the City.
- 13.6. Reference checks may also be conducted by the City.
- 13.7. The City may, prior to Contract award, negotiate changes to the scope of the Work, the materials, the Requirements or any conditions with any one or more of the Respondents without having any duty or obligation to advise any other Respondents or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Requirements, or any conditions, and the City shall have no liability to any other Respondent as a result of such negotiations or modifications.

14.0 RFEOI Process

- 14.1. This RFEOI is not an agreement to purchase goods or services. The City is not obligated to select a Respondent or to proceed to negotiations for a Contract, or to award any Contract. As such, the City reserves the right to unilaterally take the following actions, and shall not be liable for any such actions:
- a) accept a Response that deviates from the Requirements or the conditions specified in this RFEOI;
 - b) accept a Response which is not the lowest cost Response;
 - c) accept all or any part of a Response;
 - d) amend the scope and description of the Services as described in this RFEOI, and the qualifications that may be required to meet those requirements;
 - e) assess the ability of the Respondent to perform the Contract and reject any Response where, in the City's sole estimation, the personnel and/or resources of the Respondent are deemed insufficient;
 - f) cancel the RFEOI process and recommence in respect of the same RFEOI with the same or an amended set of documents, information and requirements;
 - g) cancel the RFEOI process at any time and reject all Responses;
 - h) not accept any Response in response to this RFEOI;

- i) reject a Response even if it is the only Response received by the City;
- j) reject any and all Responses, including without limitation the lowest priced Response, even if the lowest priced Response conforms in all aspects with the RFEOI;
- k) reject or accept any or all Responses at any time prior to execution of a Contract;
- l) reject Responses which are incomplete, conditional or obscure or erasures or alterations of any kind, or
- m) split the Requirements between one or more Respondents.

14.2. The Respondent acknowledges and agrees that any RFEOI is in no way whatsoever an offer to enter into an agreement and submission of a Response by any Respondent does not in any way whatsoever create a binding agreement. The Respondent acknowledges that the City has no contractual obligations whatsoever arising out of the RFEOI process and may elect to terminate this RFEOI at anytime.

15.0 Non-Conforming Submissions

15.1. Submissions which fail to conform to the Format Requirements or which fail to conform to any other requirement of these Documents may be rejected by the City. Notwithstanding the foregoing or any other provision of these Documents, the City may, at its sole discretion elect, to retain for consideration Responses which deviate either materially from the format requirements set out in hereto or which otherwise fail to conform to any other requirement of this RFEOI.

16.0 Potential to Negotiate a Contract

16.1. Subsequent to the receipt and review of responses, the City reserves the right to negotiate with any Respondent or with any number of Respondents concurrently for the purpose of entering into an agreement or to cancel this process in its entirety.

17.0 Intent to Enter Into an Agreement

17.1. By submission of an Expression of Interest, the Respondent agrees that, should it be identified as the Successful Respondent, it is willing to enter into agreements, if required and as necessary to complete the transactions contemplated in the Respondent's Response to this RFEOI.

18.0 Modification of Terms

18.1. The City reserves the right to modify the terms of this RFEOI at any time at its sole discretion. This includes the right to cancel this RFEOI at any time without liability to any Respondent.

19.0 Ownership of Submissions

19.1. All documents submitted to the City, including Expressions of Interest, and any drawings, plans and models (as applicable), become the property of the City and will not be returned to Respondents. They will be received and held in confidence by the City, subject to the provisions of Section 28.0.

20.0 Right to Not Accept Any Expression of Interest

20.1. The City reserves the right to not accept any Expression of Interest and is not bound to enter into an agreement with any Respondent or issue a Request for Proposal. In the event that no Expression of Interest is selected, the City will declare the RFEOI terminated, in which case the City reserves the right to enter into negotiations with any party, regardless of whether or not such party previously participated in the RFEOI.

21.0 No Commissions

21.1. The City will not pay any commission to any Respondent or any agent acting on behalf the Respondent in connection with any transaction arising from the RFEOI. Any agent working with or for an interested party is assumed to be compensated by the Respondent.

22.0 Use of this Request for Expressions of Interest

22.1. This document, or any portion thereof, may not be used by others for any purpose other than for the submission of Expressions of Interest.

23.0 Conflict of Interest

23.1. Respondents are responsible for ensuring that any and all conflicts of interest or potential conflicts of interest are disclosed in their Response. Failure to disclose a conflict of interest may result in the rejection of the Response.

24.0 No Solicitation

24.1. If any directors, employees, officers, agents, consultants, or representatives, or other representative of a Respondent makes any representation or solicitation offering a personal benefit to any officer, employee, agent, consultant, or elected official the City, concerning the Respondent's Response, the City reserves the right to reject the Respondent's Response to this RFEOI.

25.0 No Lobbying

25.1. From the date on which this RFEOI is issued until the RFEOI process is terminated, Respondents (including any directors, employees, officers, agents, consultants, or representatives) should not communicate with the City, directly or indirectly, about the RFEOI except via the designated Contact Person listed on the title page and in Section 11.1 of this RFEOI.

26.0 Publicity

- 26.1. Respondents must not issue any news release or other public announcement that discloses details of this Request for Expression of Interest, or the Respondent's Response to this RFEOI, without the prior written consent of the City.

27.0 Information Disclaimer

- 27.1. The City and its directors, officers, elected officials, employees, designated representatives, agents consultants, partners and advisors are not liable or responsible for any oral, verbal or written information, or any advice, or any errors or omissions, which may be contained in this RFEOI or otherwise provided to the Respondent or Consultant pursuant to this RFEOI.
- 27.2. The City makes no representation, warranty, or undertaking of with respect to this RFEOI and their respective its directors, officers, elected officials, employees, designated representatives, agents, consultants and advisors, shall not be liable or responsible for the accuracy or completeness of the information in this RFEOI or any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the City.
- 27.3. The Respondent shall conduct its own independent investigations and interpretations and shall not rely on the City with respect to information, advice, or documentation provided by the City. The information contained in this RFEOI is provisional and may be superseded by a contract, if formed, between the City and the Selected Respondent.

28.0 Confidentiality, Freedom of Information and Protection of Privacy

- 28.1. All submitted Expression of Interests shall become the property of the City who reserves the right to release information to the public about the Expressions of Interests received and any potential agreement(s) entered into. As the property of the City, Expression of Interests will be considered government records, which are public documents and subject to the *Freedom of Information and Protection of Privacy Act* of British Columbia. However, any commercial information that could cause potential economic harm to a Respondent's business interests should be identified by the Respondent as such.

Information pertaining to the Project or Services obtained by the Respondent as a result of participation in this RFEOI is confidential and must not be disclosed without written authorization from the City.

Appendix One - Fee Schedule

Hourly Rates	
Project Member 1:	\$
Project Member 2:	\$
Project Member 3	\$
Project Member 4	\$
Project Member 5	\$

Professional Fees Allocation (include a per unit fee to install each Piezometer)						
<i>Task</i>	<i>Project Member 1</i>	<i>Project Member 2</i>	<i>Project Member 3</i>	<i>Project Member 4</i>	<i>Project Member 5</i>	<i>Total</i>
1	\$	\$	\$	\$	\$	\$
2	\$	\$	\$	\$	\$	\$
3	\$	\$	\$	\$	\$	\$
4	\$	\$	\$	\$	\$	\$
5	\$	\$	\$	\$	\$	\$
6	\$	\$	\$	\$	\$	\$
7	\$	\$	\$	\$	\$	\$
8	\$	\$	\$	\$	\$	\$
9	\$	\$	\$	\$	\$	\$
10	\$	\$	\$	\$	\$	\$
Total	\$	\$	\$	\$	\$	\$

Total Professional Fees (including installation of all piezometers and reporting)	\$
Estimated disbursements (expenses)	\$
Subtotal Fees and Disbursements	\$
Estimated G.S.T. (5%)	\$

Note 1 - Add lines as necessary

Note 2 – In the Hourly Rates table insert project member’s job title in the Project Member field.