



Contract 2783 EOI

Terms of Reference/Request for Expressions of Interest

**MUNICIPAL INFRASTRUCTURE (WATER, SANITARY, DRAINAGE AND
ROADWORKS) MANAGEMENT AND PLANNING SERVICES**

1. INTRODUCTION

The City of Richmond is issuing this Request for Expression of Interest from Engineering Consultants interested in providing services in the area of municipal infrastructure (water, sanitary, drainage and roadwork) management and planning.

The City will be evaluating Expressions of Interest received and developing a short-list of companies. These companies will then be issued a Request for Proposal document for the various projects that arise during the time frame.

This short-listing of companies will remain valid for the period of April 1st, 2006 to December 31, 2007. April 1st, 2006, a tentative start date subject to change, shall be defined as the date the selected group of companies are approved.

2. SUBMISSION DETAILS

Three (3) copies of Expressions of Interest marked '**Contract 2783EOI – Expressions of Interest for Municipal Infrastructure (Water, Sanitary, Drainage and Roadworks) Management and Planning Services**' addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4pm local time on February 23rd, 2006. Submissions received after this time will be returned unopened

The City reserves the right to cancel this Request for Expressions of Interest for any reason without any liability to any proponent or to waive irregularities at their own discretion.

All Expressions of Interest will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Request for Expression of Interest, will be issued as written addenda by the City of Richmond. It is the sole responsibility of the potential Bidders to check BCBid and/or the City of Richmond's Website to ensure that all available information has been received prior to submitting a bid.

3. ENQUIRIES

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Telephone: 604-276-4287

David Phipps, Supervisor

E-mail: purchasing@richmond.ca

Purchasing Section

City of Richmond

3.2 Technical clarification shall be directed to:

Technical

Telephone: 604-276-4000 extension 3032

Anthony Fu, EIT

E-mail: afu@richmond.ca

Engineering Design and Construction

City of Richmond

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Expressions of Interest process will be issued as addenda by the City of Richmond.

4. REQUEST FOR EXPRESSIONS OF INTEREST – SUBMISSION REQUIREMENTS

Request for Proposals including detailed terms of reference to short listed consultants for municipal infrastructure management and planning services will be issued by the City of Richmond over the period for which this call is valid.

4.1 General

Maximum 1 page introductory letter

4.2 Relevant Company Experience

The City is interested in reviewing companies that have any and/or all of the following relevant experience:

- Water supply and distribution systems
- Water network modelling using H2O Net
- Sanitary and storm sewer network modelling using MOUSE
- Sanitary network planning and assessment
- Sanitary structural assessment, CCTV
- Drainage network assessments
- Drainage master planning
- Pavement Management strategies

This section must include:

- A summary of the company's relevant experience, no longer than 2 single sided letter sized pages
- A listing of recent relevant project experience, no longer than 2 single sided letter sized pages
- Detailed project summaries including scope of work, location, length of time to complete study and key personnel involved. All detailed project summaries are to be placed in an appendix at the end of the report.

4.3 Personnel

This section, no longer than 2 single sided letter sized pages, must include:

- Identification and brief description of municipal infrastructure management and planning experience of key company personnel, and project managers. Resumes may be included as an appendix.
- Statement of total local staff complement.

Identification of any non-local staff with availability and office location.

4.4 Resources

This section, no longer than 1 single sided letter sized page, must include:

- Identification of planning resources available within the company, specifically hydraulic and hydrological modelling software.
- Statement of e-mail network availability within company for direct contact with staff.

4.5 References

This section, no longer than 1 single sided letter sized page, must include:

- Minimum of three (3) municipal government client contacts for municipal work done within the last two years.

Note that the total EOI submission should be no more than nine pages in total, excluding appendices.

5. WORKING AGREEMENT

For any subsequent Request for Proposals issued by the City of Richmond, the successful proponent will be required to enter into a contract for services with the City based on the information contained in the request for proposal and the successful proponents submission and any modifications thereto. Proponents may include their standard terms of engagement for information purposes only.

6. EVALUATION CRITERIA

Expressions of Interest shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Compliance with EOI
- Company Experience
- Project Manager Experience
- Team Quality
- Resources
- References
- Quality of EOI



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender
No **2783EOI**.

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province Postal Code	
	Telephone Number	

City of Richmond
Contract 2783EOI
Request for Expressions of Interest – Municipal Infrastructure (Water, Sanitary and Drainage)
Management and Planning Services

Distribution List

Advertised:

BCBid
City of Richmond Website