



Fort Smith

NORTHWEST TERRITORIES

P.O. Box 147 • Northwest Territories • X0E 0P0

Request for Proposal No.: TFS 2025-03

Date of Issuance: February 7, 2025

Town Contact: Tracy Thomas, SAO@FortSmith.ca

Project Name:

Comprehensive Assessment, Needs Analysis, and Strategic Planning for Water and Sewer Systems

Electronic Submission Instructions: Bid Submissions shall be received by the Bidding System no later than:

Closing Date 2:00:59 P.M. (MST) on March 14, 2025

Proponents are advised that the time of the Proposal Submission shall be determined by when the submitted file(s) are received electronically by the Bidding System and is referenced to the Bidding System's web clock.

Proponents are cautioned that the timing of the Proposal Submission is based on when Proposal is received by the Bidding System, not when the proposal is sent by Proponents as electronic communications can be delayed due to file transfer size, transmission speed, etc. For these reasons, it is recommended that Proponents allow sufficient time to upload their Submission documents and to resolve any issues that may arise before the deadline. Facsimile (fax) and hard copy submissions will not be accepted for this procurement opportunity.

This Request for Proposal (the 'RFP') is issued by the Town of Fort Smith (the 'Town') and consists of the following sections:

- 1. Instructions to Proponents and RFP Procedural Rules**
- 2. Terms of Reference**

3. Appendix A – Agreement for Review

4. Appendix C – Background Information

Important Notice for this Opportunity

The Town of Fort Smith is utilizing a fully integrated online eProcurement Tool called bids&tenders™ which allows vendors to view, register and submit bids entirely online in one quick, easy and convenient location.

- The Bid document(s) for this opportunity have been posted to <https://bids.bidsandtenders.ca/Module/Tenders/en> for viewing and downloading.
- Bid submissions will be received **online only** through the Bidding System.

There are no fees or charges for accessing or downloading The Town of Fort Smith Opportunities on bids&tenders™.

Requirements:

1. Bidding System Account & Plan Taker

All Proponents shall have a Bidding System **Vendor account** and be registered as a **Plan Taker** for this Bid opportunity. Registering as a Plan Taker will enable the Proponent to download the Bid Call Document (without the watermark “Preview” on them), to receive Addenda/Addendum email notifications, to download Addenda and to submit their bid electronically through the Bidding System.

Proponents interested in this opportunity are invited to create a free Bidding System Vendor account by clicking on the "Create Account" button. To register as a Plan Taker, click on the “Register for this Bid” button.

The links provided below provide a guide on how to create a Vendor account.

<https://bidsandtenders.zendesk.com/hc/en-us/sections/115000221492-HOW-TO-VIDEOS-WEBINAR0>

<https://bidsandtenders.zendesk.com/hc/en-us/articles/115000817192-Vendor-Webinar-Demo->

Please note that any Bid(s) received from a Proponent that is not registered as a Plan Taker for this particular Bid Call will be disqualified from the Competition.

2. Questions:

Question related to this RFP shall be submitted to the Town Contact via the contact information provided on page 1. Questions will be accepted up to February 28 , 2025 at 2:00 P.M. (MST), or one (1) week prior to the revised closing date if there is an extension granted through an addenda. Responses to questions will be answered via addenda and provided to all Proponents.

3. Submission Confirmation:

After a Bid is submitted, the Bidding System will send a confirmation email to the Proponent advising that their Bid was submitted successfully. If you do not receive a confirmation email, contact Bids & Tenders support at support@bidsandtenders.ca Late Bids will not be accepted.

4. Submission Format:

Proponents shall assemble their Submission in the format described below in the Terms of Reference. Proponents are not to merge separately requested documents into a single PDF file. The documents should be split out as provided in the system for submission upload. If however, a Proponent needs to upload more than one (1) document per category or criteria, the documents should be combined into a single PDF file.

5. Addendum / Addenda:

Proponent(s) shall acknowledge receipt of any addenda when submitting their Bid through the Bidding System by checking a box for each addenda and any applicable attachment.

If a Proponent submits their Bid prior to the Bid closing time and date, and an addenda is issued, the Bidding System shall WITHDRAW the Bid submission and the Bid status will change to an INCOMPLETE STATUS. An incomplete status means that the Town has not received the Bid. The Proponent can view this status change in the “MY BIDS” section of the Bidding System.

The Proponent is solely responsible to:

- make any required adjustments to their Bid; and
- acknowledge the addenda; and
- ensure the re-submitted Bid is RECEIVED by the Bidding System no later than the stated Bid closing date and time.

Section 1: Instructions to Proponents and RFP Procedural Rules

1. Applicable Trade Treaties

Proponents should note that procurements falling within the scope of Chapter 19 of the Comprehensive Economic and Trade Agreement and Chapter 5 of the Canadian Free Trade Agreement are subject to those trade treaties, but that the rights and obligations of the parties shall be governed by the specific terms of each particular proposal call.

2. Applicable Laws

During performance of the Deliverables, the selected proponent must comply with all applicable statutes, regulations, bylaws, rules, orders and other requirements enacted or imposed by Federal, Provincial, Municipal or other governmental bodies, agencies, tribunals or other authorities (as may be amended or substituted from time to time), including, without limitation, the Worker's Compensation Act (Northwest Territories), Safety Act and Occupational Health and Safety Regulations (Northwest Territories) and the Employment Standards Act (Northwest Territories). The selected proponent is responsible for obtaining any permits, licenses or certifications (and any associated fees or charges) required by such statutes, regulations, bylaws, rules, orders and other requirements. At the Town's request, the proponent must provide to the Town a copy of such permits, licenses or certifications.

3. Procurement Process Non-Binding

- a. The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:
 - the RFP shall not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract, and
 - neither the Proponent nor the Town shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to the RFP.
- b. The RFP process is intended to identify prospective vendors for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and the Town by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.
- c. While the pricing information provided in responses will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the responses and the ranking of the Proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.
- d. The Town may cancel or amend the RFP process without liability at any time.

4. Proposal Submissions

All Proponent Submissions shall be submitted through the specified online process through the Bidding System. Alternate forms of submission such as email, hard copies, facsimile (fax) or other methods will not be accepted.

5. RFP Communications and Confidential Information

Proponents must examine all of the documents comprising this RFP and may direct questions or seek additional information by contacting the town contact via email only. It is the responsibility of the Proponent to seek clarification on any matter it considers to be unclear. The Town will not be responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

- a. A Proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of the Town Contact
- b. All information provided by or obtained from the Town in any form in connection with the RFP either before or after the issuance of the RFP: is the sole property of the Town and must be treated as confidential; is not to be used for any purpose other than replying to the RFP and the performance of any subsequent Contract; must not be disclosed without prior written authorization from the Town; and shall be returned by the Proponents to the Town immediately upon the request of the Town, and
- c. A Proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis, to the Town's advisers retained for the purpose of evaluating or participating in the evaluation of their proposals. If a Proponent has any questions about the collection and use of personal information pursuant to the RFP, questions are to be submitted by email to SAO@FortSmith.ca. Any proposal submitted is subject to the Freedom of Information and Protection of Privacy Act.

6. Conflict of Interest

For the purposes of this section, the term "Conflict of Interest" means

- a. in relation to the RFP process, the Proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Town in the preparation of its proposal that is not available to other Proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers

involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the RFP process; or

- b. in relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the Proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

The Proponent shall not engage in any Conflict of Interest communications. A Proponent may not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Proponent(s).

Without limiting the generality of the above statement, at any time during the RFP process, Proponents and proponent Team Members are prohibited from contacting, or attempting to contact, either directly or indirectly, any of the following persons or organizations on matters related to the RFP process, the RFP documents, or the proposals:

- a. any member of the evaluation committee; or
- b. any person employed or engaged by the Town, or any person who was previously employed by the Town and who would have information relating to the procurement of the Deliverables, other than the Town Contact through email; or
- c. any member of the municipal council of the Town or any member of a councillor's staff; or
- d. any other Proponent or Proponent representatives.

7. Amendment of Proposal

Proponents may amend their proposals after they have been submitted, but prior to the closing date and time. The Proponent is solely responsible to ensure that the re-submitted proposal is received by the Bidding System before the closing date and time.

8. Amendments to the RFP by Way of Addenda

The RFP may be amended only by an addendum in accordance with this section. If the Town, for any reason, determines that it is necessary to provide additional information relating to the RFP, such information will be communicated to all Proponents by addenda. Each addendum forms an integral part of the RFP. Such addenda may contain important information, including significant changes to the RFP. No Addenda shall be issued later than two (2) business days prior to the closing date; if an Addendum is required beyond

two (2) business days prior to the closing date, the Town shall extend the closing date by the same Addendum for a number of days determined solely by the Town.

9. Withdrawal of Proposal

Proponents may withdraw their proposal submission through the Bidding System, prior to the closing date and time.

10. Evaluation and Selection

- a. Proponents should carefully note the mandatory requirements listed in Section 2. Proposals that do not meet the mandatory requirements at the submission deadline will be disqualified
- b. The successful Proponent will be determined by evaluation criteria as set out in Section 2 of this RFP and advised in writing by the Town Contact, and
- c. When evaluating proposals, the Town may request information from the Proponent or third parties in order to verify and clarify the information that is provided in the Proponent's proposal. The Town may revisit and re-evaluate the Proponent's response or ranking on the basis of any such information.
- d. The Town of Fort Smith follows a local preference policy which applies a 10% adjustment on maximum price quotes of \$100,000 or less only for potential vendors permanently situated within the municipal boundaries and licensed to carry on business within the community.

11. Past Performance, References and Misinterpretation or Others

- a. The Town's evaluation may include information provided by the Proponent's references and may also consider the Proponent's past performance on previous contracts with the Town or other institutions. The Town may disqualify the Proponent or rescind a contract subsequently entered into if: (a) the Proponent's response contains misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the Proponent to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the Town, that constitutes a Conflict of Interest
- b. The Town's policy is to refuse to do business with parties who do not act in good faith towards the Town, whether by failing to live up to the terms of their agreements or by entering into frivolous or vexatious litigation with the Town. Accordingly, the Town will review proposals based on past performance and any history of litigation in accordance with its policies

- c. The Town may prohibit or disqualify a Proponent from participating in a procurement process based on (b) above, and
- d. A Proponent barred from doing business with the Town will lose bidding privileges for a period of time determined at the Town's discretion, from the date of approval of the decision.

12. Vendor Performance

The successful Proponent may be evaluated periodically throughout the course of the work or at the end of the project as the case may be. Any evaluations may be shared with the Proponent with the goal of immediate resolution to where problems and concerns occur.

The Town and the successful Proponent acknowledge that delays in performance may arise due to events beyond their reasonable control. Such delays will be excusable and the relevant obligations suspended, but only for such period of time as the cause for the delay remains beyond the reasonable control of the obligated party.

13. Proponent Costs

Proponents shall bear their own costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

14. Debriefing

Unsuccessful Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to the Town Contact and must be made within thirty (30) days of notification of award. The intent of the debriefing information session is to aid the Proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

15. Governing Law

Procedural terms of the RFP Process (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of the Northwest Territories and the federal laws of Canada applicable therein.

16. Notification of Award

Proponents will be notified of the outcome of the procurement process in the same manner that this RFP was originally posted.

17. Budget Availability

Any contract awarded pursuant to this RFP is subject to budget availability.

Section 2: Terms of Reference

1. Introduction

This Request for Proposal (the 'RFP') is an invitation to submit a non-binding proposal for the provision of Professional Services related to the *Comprehensive Assessment, Long-Term Needs Analysis, and Strategic Infrastructure Planning for Water and Sewer Systems* project in the Town of Fort Smith (the 'Town') as described within this section of the RFP. The selected Proponent will be requested to enter into negotiations for an agreement with the Town for provision of the Deliverables as set out below.

Depending upon the results and outcome of the deliverables of the project expressed in this RFP document, additional related work unforeseen at this time may come into existence. The Town reserves the right to either utilize the services of the successful Proponent for additional related work, subject to the successful Proponent's performance and successful negotiation, or return to the market with a new Request for Proposal document when in the Town's best interest.

2. Pre-Proposal Meeting

This RFP process does not include a Pre-Proposal Meeting, however questions will be accepted through the prescribed process with responses issued by way of addenda to all proponents.

3. Background Information

The Town of Fort Smith is seeking proposals from experienced consulting firms to conduct a thorough assessment of the current state of the town's water and sewer systems. This includes evaluating both assets and linear infrastructure, with a focus on critical infrastructure components such as the water treatment plant (WTP), all water lines, reservoir, water tower, fire hydrants, and associated curb stops. The selected firm

will also review existing resources and documents, including the current Water and Sewer Bylaw and other relevant community development plans, and develop a long-term needs analysis, a strategic plan, and a prioritized roadmap for infrastructure improvements over the next 25 years. The goal is to ensure that the water and sewer systems are resilient, efficient, and capable of meeting the needs of the community now and into the future. The results will guide the town's capital planning and assist in securing funding for necessary infrastructure upgrades.

4. Deliverables

The Town is requesting the following Professional Services:

1. Assessment of the Current State of the following items:

- **Water System Assessment:**

Evaluate the condition, performance, and capacity of the water distribution system, including:

- Pipelines, pumps, valves, and meters.
- Water treatment plant (WTP) and associated process facilities.
- Reservoirs and water towers, including storage capacity and structural integrity.
- Fire hydrants and associated curb stops.
- Other related water infrastructure components.

- **Sewage System Assessment:**

Assess the condition, performance, and capacity of the sewer collection and treatment system, including:

- Pipelines, lift stations, and wastewater treatment facilities.
- Other associated sewage infrastructure components.

- **Overall Asset & Linear Infrastructure Assessment:**

Conduct a detailed inventory and condition assessment of all physical assets and linear infrastructure, such as water and sewer pipes, valves, meters, pumps, fire hydrants, curb stops, and critical systems like the water treatment plant and reservoirs.

2. Review of Existing Resource Documents:

The selected firm shall review the following existing resource documents to inform the assessment and strategic planning process:

- **Water Treatment Plant (WTP) Plans:**
 - Detailed engineering and operational plans for the water treatment plant, including process flow diagrams, capacity details, and maintenance records.
 - Historical performance data and reports related to the WTP's condition, capacity, and any past upgrades or repairs.
- **Smith Landing First Nation Feasibility Study and Plans:**
 - Feasibility studies and development plans for Smith Landing First Nation that address water and sewer infrastructure needs, potential service area expansion, and projected demands specific to this community and potential integration with the broader Fort Smith infrastructure.
 - Environmental or regulatory considerations identified in the study and how they might influence system planning.
- **Salt River First Nation Subdevelopment Plans:**
 - Subdevelopment plans for Salt River First Nation, particularly those outlining new developments, housing, or infrastructure improvements, which may impact or require updates to the water and sewer system.
 - Growth projections and infrastructure needs for this subdevelopment area.
- **Fort Smith Metis Community Plans:**
 - Any development plans or studies relevant to the Fort Smith Metis community, including growth patterns, water and sewer service demands, and potential integration with the broader Fort Smith infrastructure.
- **Other Previous Assessments:**
 - Existing assessments or evaluations of the water and sewer systems, such as previous condition assessments, inspection reports, or performance reviews (both water distribution and sewer systems).
 - Data or reports on historical maintenance, repairs, and upgrades to the infrastructure, including water treatment and sewer facilities.
- **Insurance Documents:**
 - Current insurance policies or risk management reports covering the water and sewer systems, including infrastructure, liability, and potential hazards (e.g., flooding, system failures).
 - Any claims history that might inform risk management strategies and areas requiring special attention in the strategic planning.

- **Linear Infrastructure Plans:**
 - Detailed maps and plans showing the layout and condition of linear infrastructure, such as water and sewer pipelines, valves, pumps, lift stations, fire hydrants, curb stops, and connections.
 - These plans should include the current age, material, and condition of the pipes, as well as data on their capacity and any known issues or vulnerabilities.
- **Regulatory Compliance Documents:**
 - Documentation outlining the town's current compliance with water and sewer-related regulations (e.g., environmental, health standards, and local permitting).
 - Records of any past non-compliance issues, inspections, or corrective actions taken.
- **Housing Needs Assessment:**
 - A comprehensive review of the town's housing needs assessment, identifying current and projected housing requirements and their impact on water and sewer system demand.
 - Information on new residential developments or housing projects that could affect infrastructure capacity.
- **Capital Improvement and Maintenance Plans:**
 - Existing or past capital improvement plans for water and sewer infrastructure.
 - Maintenance schedules, records of past maintenance activities, and any long-term maintenance planning documentation.
- **Population Growth and Development Studies:**
 - Demographic studies or population growth forecasts that affect water and sewer system demand.
 - Urban development plans or zoning studies that could influence infrastructure needs, especially in relation to new construction or increased service demands in the future.
- **Environmental Reports and Risk Assessments:**
 - Any environmental studies or risk assessments related to water sources, wastewater treatment, and potential climate change impacts on water and sewer systems.
 - Flood zone maps, contamination studies, or other environmental factors that may impact infrastructure resilience.
- **Emergency Response and Contingency Plans:**
 - Existing emergency response plans and contingency plans for the water and sewer systems, including disaster recovery, system failures, or contamination events.

- Previous instances of system failures and how they were managed or mitigated.
- **Utility Billing and Consumption Data:**
 - Utility billing records and data on water consumption and sewer usage trends, including peak demand periods, residential versus commercial usage, and seasonal variations.
 - Insights into system capacity and areas where upgrades may be needed to meet current or future demand.
- **Stakeholder Feedback:**
 - Input from key stakeholders (e.g., First Nation and Indigenous governments) that may inform infrastructure priorities or areas of concern.
- **Water and Sewer Bylaw:**
 - Review the current Water and Sewer Bylaw as part of the document review process to assess any regulatory or operational constraints, and to ensure the infrastructure planning aligns with local governance.
- **Off-Grid (Trucked) Services:**
 - Review of off-grid (trucked) services including the water tower fill station and other trucked service infrastructure to ensure integration with the main systems and identify any necessary improvements for continued service delivery.
- **GIS Map Development:**
 - Develop a comprehensive GIS map of all Water and Sewer infrastructure to accompany the asset management component, which should include both linear infrastructure (e.g., pipelines, valves) and key assets (e.g., treatment plants, reservoirs, fire hydrants, and curb stops).

3. **Long-Term Needs Analysis (25-Year Forecast):**

Forecast long-term needs, considering:

- Projected population growth and urban development.
- Changes in water demand, wastewater flow, and system capacity.
- Aging infrastructure and maintenance needs.
- Regulatory and environmental compliance requirements.
- Emerging technologies and best practices in water and sewer management.
- Potential risks like system failures, capacity constraints, environmental hazards, and climate change impacts.

- Estimate future costs for system upgrades, replacements, and expansions, including the water treatment plant and
- storage systems.

4. **Strategic Plan Development:**

Develop a strategic plan for the water and sewer systems that:

- Outlines the long-term vision and objectives for infrastructure improvements, specifically for critical components like the water treatment plant, reservoir, and water tower.
- Prioritizes the most critical needs, considering both short-term and long-term goals.
- Recommends best practices for system management, maintenance, and sustainable development.
- Incorporates a review of potential funding sources and strategies.

5. **Prioritized Roadmap for Infrastructure Improvements:**

Develop a phased roadmap for infrastructure improvements:

- Short-term, medium-term, and long-term priorities.
- Prioritize projects based on system performance, public health, regulatory compliance, and available funding.
- Include specific project recommendations with a timeline and estimated costs for each phase.

6. **Capital Planning and Funding Strategy Development:**

- Provide detailed cost estimates for each phase of infrastructure improvements.
- Develop a capital plan that aligns with the prioritized roadmap.
- Identify and recommend funding sources, including government grants, loans, and private partnerships.
- Assist the town in preparing an executive summary for funding applications.

Required Deliverables:

1. **Comprehensive Assessment Report:**

Detailed findings on the condition and performance of the water and sewer systems, including the sewage lagoon, water treatment plant, reservoir, and water tower, as well as the fire hydrants and curb stops. To include GIS map.

2. **Long-Term Needs Analysis:**

25-year forecast of system demands, capacity needs, and risks, with specific focus on critical infrastructure.

3. Strategic Infrastructure Plan:

A vision for the future of the water and sewer systems, including strategies and recommendations for key infrastructure components.

4. Prioritized Roadmap:

A phased plan for infrastructure improvements, with costs, timelines, and project prioritization.

5. Capital Plan and Funding Strategy:

Detailed cost estimates and identification of funding opportunities.

6. Executive Summary for Funding Applications:

A summary document to support funding requests.

5. Proponent Assumptions

During preparation of this Proposal Submission, the Proponent is to assume the following:

- a) Environmental Assessments are not required within this Scope of Work.

6. Proposal Requirements – Rated Criteria Categories

- a) A detailed methodology outlining the approach for completing the assessment, needs analysis, strategic planning, and development of the prioritized roadmap.
- b) Relevant experience with similar projects for municipal water and sewer systems, including case studies and client references.
- c) A project team structure, with roles and responsibilities of key team members.
- d) A proposed project timeline, with milestones and deliverables.
- e) A detailed budget proposal, broken down by phases and tasks.

7. Evaluation

The Town will endeavour to complete the evaluation process of all compliant proposals received within 30 days or less of the closing deadline. The evaluation process will occur in the following stages.

7.1 Stage 1 – Mandatory Requirements

The Stage 1 Evaluation will consist of a review to determine if the proposal submission complies with the stated Request for Proposal (RFP) Procedural Rules. Submissions that are not in compliance with all requirements by the submission deadline will, subject to the express and implied rights of the Town, be disqualified and not evaluated further.

7.2 Stage 2 – Evaluation of Rated Requirements

The Stage 2 Evaluation will consist of a review of all compliant proposals to determine the highest-ranking Proponent based on the rated criteria evaluation set out below:

Rated Criteria Category	Weighting (Points)
Project Understanding and Methodology	30
Relevant Experience of Key Team Members	15
Quality and clarity of the proposed approach and methodology	15
Budget alignment and value for money.	10
Project Timeline	10
Professional Fees	20
Total Points	100

7.3 Tie Score

In the event of a tie score, the selected Proponent shall be determined by the Proponent who scored higher on Project Understanding and Methodology. If a tie remains, then the tie will be resolved by way of a coin toss.

8. Selection Process, general guideline

8.1 Selection

The top-ranked Proponent, as identified above, will receive a written invitation to enter into direct contract negotiations with the Town.

8.2 Timeframe for Negotiation

The Town intends to conclude negotiations with the top-ranked Proponent within thirty (30) days commencing from the date the Town invites the top-ranked Proponent to enter negotiations. A Proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

8.3 Process Rules for Negotiation

Any negotiations will be subject to the process rules contained in this RFP and will not constitute a legally binding offer to enter into a contract on the part of the Town or the Proponent. Negotiations may include requests by the Town for supplementary information from the Proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Town for improved pricing from the Proponent.

8.4 Terms and Conditions

The terms and conditions found in Appendix A will form the starting point for negotiations between the Town and the selected Proponent.

8.5 Failure to Enter into Agreement

Proponents should note that if the parties cannot execute a contract within the allotted thirty (30) days, the Town may invite the next-best-ranked Proponent to enter into negotiations. In accordance with the process rules of this RFP process, there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. With a view to expediting contract formalization, at the midway point of the above-noted timeframe, the Town may elect to initiate concurrent negotiations with the next-best-ranked Proponent. Once the above-noted timeframe lapses, the Town may discontinue further negotiations with the top-ranked Proponent. This process shall continue until a contract is formalized, until there are no more Proponents remaining that are eligible for negotiations or until the Town elects to cancel the RFP process.

8.6 Notification to Other Proponents

Other Proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process. Once a contract is executed between the Town and a Proponent, the other Proponents may be

notified directly in writing and shall be notified by public posting in the same manner that the RFP was originally posted of the outcome of the procurement process and the award of the contract.

9. RFP Timelines

The RFP Timeline presented below is tentative only and may be changed by the Town at any time.

RFP STAGE	PROPOSED DATE
Deadline for Proponent Questions	February 28, 2025
Deadline for Issuing Addenda	March 5, 2025
Submission Deadline	March 7, 2025
Anticipated Award Date	March 18, 2025

10. Supplemental Terms

- a) The successful Proponent will be required to enter into a written agreement with the Town of Fort Smith. Appendix A will be the starting point for contract negotiations.
- b) The successful Proponent will be required to submit Proof of Professional Liability Insurance in the amount of \$2.0 Million aggregate prior to the execution of the Contract.
- c) The successful Proponent is to provide either:
 - i. A current copy of an issued COR or SECOR endorsed by the Government of the Northwest Territories or another jurisdiction within Canada which meets or exceeds the standards under the Northwest Territories Safety Act and Regulations.
 - ii. A Temporary Letter of Certification endorsed by the Government of the Northwest Territories or another jurisdiction within Canada which meets or exceeds the standards under the Northwest Territories Safety Act and Regulations.
 - iii. A detailed safety program may be submitted as an alternative to the above, however this will be a discretionary alternative as the Town reserves the right to accept or deny this submission.

Addendum to Comprehensive Assessment, Needs Analysis, and Strategic Planning for Water and Sewer Systems RFP

Location: Fort Smith, NT

Contract: TFS 2025-03

Issue Date: February 7th, 2025

Closing Date: March 14th, 2025, 2:00:59 PM amended

Contact: Tracy Thomas, SAO

Town of Fort Smith

Tracy Thomas sao@fortsmith.ca

Addendum

Date: February 27, 2025

Issued By: Town of Fort Smith

Addendum Notice

This addendum serves to inform all prospective bidders of the following updates to the Request for Proposals (RFP):

1. Extension of Closing Date

The submission deadline has been extended by one week. The new closing date is March 14, 2025, at 2:00:59 PM (MST).

2. Budget Allocation

The total budget allocated for this project is **\$85,000.00 CAD**, which is **inclusive of all fees and expenses**.

Impact on Proposal Submissions

The extension provides additional time for bidders to refine their proposals in consideration of the disclosed budget. Prospective proponents should review their submissions accordingly.

Acknowledgement Requirement

All proponents must acknowledge receipt of this addendum in their proposal submissions. Failure to do so may result in disqualification.

For any further inquiries, please refer to the contact details provided in the RFP documentation.