



**REQUEST FOR PROPOSAL (RFP)
FOR
OPERATION AND TRAINING SERVICES FOR WASTEWATER TREATMENT
PLANT(WWTP)**

CITY OF IQLAUIT

PROPOSAL CALL: November 8,2022

**PROPOSALS DUE: 2:00:00 pm EST
December 07, 2022**

2022-RFP-038

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1. PROJECT OVERVIEW

The City of Iqaluit is seeking to retain a Contractor to provide operation and training support services for the Wastewater Treatment Plant (WWTP) in Iqaluit. The Contractor's qualified and trained operator will be retained to provide technical and professional services to operate this plant and train the City's operators to continue running this plant to satisfy the demand of the City.

The City invites individual firms to submit proposals for the above-referenced Project in accordance with the terms and conditions of this Request for Proposal document.

1.1 Background

1.1.1 Location

Iqaluit is the capital of the Nunavut Territory and is located at the south end of Baffin Island near the end of Frobisher Bay (63°45'N latitude and 68°31'W longitude). Access to Iqaluit is provided by regular scheduled commercial aircraft year-round, snowmobile trails from other Baffin Island communities in the winter, and sealift from the port of Montreal and Valleyfield in the summer.

1.1.2 Geology and Terrain

Iqaluit's location is above the tree line and within the permafrost zone of Canada. The region generally consists of glacially scoured igneous/ metamorphic terrain. In some locations, a thin layer of organic material is found.

1.1.3 Climate

Iqaluit has an Arctic climate with an average January temperature of -21.5°C and July average temperature of 8°C. The annual precipitation is made up of 19.2 cm of rainfall and 255.0 cm of snowfall for a total of 43.0 cm of precipitation. The prevailing winds are northwest at 16.7 km/hr.

1.1.4 City Growth and Population

The City is the newest Capital City of Nunavut in Canada and as a result has experienced a period of rapid development and growth. Iqaluit is the seat of government for the Territory of Nunavut and is the home base of many federal and territorial government departments. The City is rapidly developing into a regional center for the territory with many northern businesses in Inuit organizations making it their base of operations. The current population of Iqaluit is estimated at about 7,000 people with an average annual growth rate between three and four percent.

1.1.5 Land Ownership System

Iqaluit has a unique land ownership system. The major land owners in Iqaluit are the Commissioner of Nunavut, the City and the regional Inuit associations. These entities in turn lease land to individuals, corporations and other government departments. The

City land is administered by a land acquisition by-law and by a Territorial Statute. Generally speaking, there is no private ownership of land.

1.2 Definitions

The following terms and definitions listed shall apply within this RFP:

| | |
|------------------------------|---|
| <i>City/ Client/ Owner</i> | means the Municipal Corporation of the City; means the entity as defined in the Supplementary Conditions, which may be the same entity as the City as defined herein. |
| <i>City Representative</i> | means the individual, assigned to the Project, who will be representing the City. |
| <i>City Website</i> | means www.iqaluit.ca . |
| <i>Closing Time</i> | means the time set out in paragraph 4.1. |
| <i>Evaluation Committee</i> | means a committee appointed by the City in order to evaluate all submitted proposals in order to determine a preferred proponent. |
| <i>Preferred Proponent</i> | means the company or firm that has been selected by the City's Evaluation Committee and who will initially discuss the contract arrangements based upon acceptance of the proponent's proposal. |
| <i>Contractor</i> | means the Contractor who will provide the technical and professional services defined in the Request for Contractor. |
| <i>Professional Services</i> | means the technical and professional services to be provided by the Contractor for this contract. |
| <i>Project</i> | means the OPERATION AND TRAINING SUPPORT SERVICES for WWTP IN IQALUIT. |
| <i>Project Manager</i> | means the Project Manager assigned by the City, who will be responsible for managing the execution of the Project. |
| <i>Project Team</i> | means the group of people which includes the City Representative, the Project Manager, and any other person invited from time to time by the City Representative of the Project Manager. |

| | |
|---------------------------------|--|
| <i>Proponent</i> | means a company or firm intending to submit a Proposal and from whom a Proposal submission was received. |
| <i>Proposal</i> | means the document submitted in response to the Request for Tender. |
| <i>Supplementary Conditions</i> | means the Supplementary Conditions forming APPENDIX B. |
| <i>This contract</i> | means the contract for which this Request for Tender is issued. |
| <i>User group</i> | means the City or the users of the facility for which the City is responsible. |

1.3 Background Information

Following the design completion and contractor selection, construction activities of the WWTP project was initiated in 2018. The primary treatment process was commissioned in April 2019. The construction of the secondary treatment process was completed in March 2020. However, commissioning activities were delayed. Finally, the secondary system was commissioned in March 2021. Since the City assumed operation of the plant, they have experienced numerous operational challenges. A process flow chart is attached with this RFP for better understanding of the process flow. In general, there are still odour issues in the plant. The Moving Bed Biofilm Reactor (MBBR) is getting seeded again to start operations. Corrosion issues exist in some areas of the plant. The Dissolved Air Filtration (DAF) system is also not fully operational.

Summary of Project Scope

Due to the need for additional technical support in the operation of the WWTP, the City has decided to hire an after care contractor (a qualified and trained operator) through this RFP to operate this plant temporarily, train City staff to continue running this plant, implement operating procedures and maintenance schedules and to provide distance support with periodic visits to Iqaluit

The initial duration of the contract will be for 12 (twelve) months and subject to extension to another 12 months if need arises.

The contract operator shall also identify deficiencies in the plant operation and suggest measures to improve the plant operation.

Please refer to Section 6 of this RFP for a detailed breakdown of the requirements.



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2. INSTRUCTIONS TO PROPONENTS

2.1 Submission

Bidders must submit their proposals by electronic submission (PDF format), through MERX before 2,00pm EST local Iqaluit time on September 30, 2022. MERX can be accessed via the following website link – <https://www.merx.com/>. Proponents must address proposals to:

City of Iqaluit
Sumon Ghosh
Director of Engineering and Capital Planning
901 Nunavut Drive, P.O. Box 460
Iqaluit, Nunavut, X0A 0H0
E-mail: g.ghosh@iqaluit.ca

Bidders will be required to submit a Technical and Financial Submission as part of their offer, in separate files. Files should be labeled as follows:

Technical Submission: *“TECHNICAL PROPOSAL – WWTP Operation and Training Support – Bidder Name”*

Financial Submission: *“FINANCIAL PROPOSAL - WWTP Operation and Training Support – Bidder Name”*

It is the Bidder’s responsibility to confirm successful submission of the proposal to MERX prior to the deadline.

2.2 Inquiries

All inquiries concerning this RFP are to be directed by email only to:

Bhabesh Roy, M.A.Sc., P.Eng
Engineering Manager – City of Iqaluit
Colliers Project Leaders
Bhabesh.roy@colliersprojectleaders.com

To ensure consistency and fairness to all Bidders, all firms who have received the RFT will receive information with respect to significant inquiries in the form of written addenda or clarifications. Verbal explanations or instructions will not be binding.

The deadline for submitting inquiries will be on November 30, 2022 at 3.00 PM EST local Iqaluit time.

2.3 Addenda

If it is determined that an amendment is required to this RFP, a written addendum will be posted via Merx and the City's website. It is the Proponents responsibility to check Merx and the City's website to confirm whether an addendum has been posted. The only way this RFP may be added to or amended in any way is by a formal written addendum. No other communication whether written or oral from any person will affect or modify the terms of this RFP or may be relied upon by any Bidder.

The City may amend, supplement or otherwise modify this RFP at any time and from time to time prior to the Proposal submission date, only by written addenda.

2.4 Proponent Requirements

The successful bidder must have a valid City of Iqaluit Business License prior to commencement of the Project. The selected bidder shall apply for a license immediately upon notification of award, should they not hold a valid license.

2.5 Opening of the Tenders

There will be no public opening of the tender. The bidders will be notified through a bid registry, the names of the other bidders.

2.7 Validity of Offer

The proposals shall remain open for acceptance for a period of not less than sixty (60) calendar days from the closing date of this Request for Proposal.

2.8 Intended RFP Process Schedule

The City estimates the schedule for the Request for Proposal process milestones will be as follows:

Table 1 – RFP Process Schedule

| Milestone | Date |
|------------------------------------|------------------|
| Issue RFP | Nov.8,2022 |
| Last Day for Questions | Nov.30,2022 |
| Last Date for Issue of Addendum | Dec.02,2022 |
| RFP Closes – Submission Deadline | Dec. 7,2022 |
| Evaluation | December 12,2022 |
| Determination of successful bidder | December 15,2022 |

| | |
|---|------------------|
| Approvals | December 19,2022 |
| Contract Creation/ Circulation for Signatures | January 04, 2022 |
| Contract Award | January 06, 2022 |
| Project Kick-Off Meeting | January 09, 2022 |

3. PROPOSAL REQUIREMENTS

Bidder's submissions should be prepared in sections, with the content of each section as specified below. Concise submissions which address the section requirements are encouraged. Where a maximum number of pages are specified, each page is based on a single-side of an 8 ½ x 11 sheet, with text no smaller than size 11 Arial font. The technical submission will be limited to twenty (20) pages single-sided with three (3) additional 11" x 17" pages for schedule and level of effort table. There are no page limits or restrictions to the financial submission.

The technical submission must not have any financial details included. If aspects of the financial offer are included in the technical submission, the City may choose to disqualify the bidder.

3.1 Technical Submission Requirements

3.1.1 Section A – Understanding of the Project (10 points)

Provide a written statement demonstrating the bidder's understanding of the overall project, the goals and objectives of this assignment, and its relevance to the overall delivery of the project. Identify any risks and challenges, based on the bidder's understanding of the Project, based on the information presented in this RFP, and provide mitigation measures which will ensure successful project delivery.

Provide a description of the bidder's vision for the assignment by comparison and contrast to reference projects which are similar examples of the bidder's work. The details of each project should be included at Section B. The Evaluation Committee is interested in understanding how these reference projects responded to the project requirements and how these relate to the Proponent's understanding of the requirements for this assignment.

3.1.2 Section B – Reference Projects (20 points – 5 points per project)

Provide information for projects and experience in the last 10 years that are relevant to this project. Provide four (4) reference projects. The projects listed should illustrate experience in the following areas:

- .1 Operation of MBBR based WWTP;
- .2 Operation of SCADA based operation system;

- .3 Providing training to new operators from client side in a similar facility;
- .4 Development of user-friendly operating procedures and maintenance schedules as per the operating manuals and best practices.

Two (2) of the reference projects above shall demonstrate the bidders experience in training and developing operating procedures. For these projects, the bidder shall include samples of materials developed.

The bidder should describe their roles and responsibilities on each of the projects, whether the projects were joint ventures along with the names of the other parties of the joint venture, and a brief description of the project/ assignment. For each project, identify a Client contact and provide contact information (email and phone number). The Evaluation Committee may consult with the persons indicated as references by the bidders in order to obtain feedback on the bidder's performance on previous projects and to understand the relationship between the Client and the Proponent. The technical ratings may be adjusted, based on the interviews and feedback from reference consultations. Bidders must ensure that phone numbers and e-mail addresses of references are accurate and still valid.

When identifying a reference project, the bidder should consider how their project relates to the assignment described in this RFP, along with the goals and objectives of the overall Project. Photographs representing each reference project are encouraged.

3.1.3 Section C – Work Plan (5 points)

Provide a work plan detailing the methodology and approach to be taken to deliver the assignment, reflecting the schedule outlined in this Request for Proposal. Identify the proposed schedule along with key milestones for meetings with the City group. Include in this section a schedule for the provision of services, identifying the time required for the bidder's work and a breakdown of the time (number of hours) allocated for each task and proposed expert plant operator during the work identified in the RFP. Include a description of major tasks, sub-tasks, methods/ systems and personnel that the firm proposes to use.

The bidder shall describe what Inuit, local and Nunavut content, if any, shall be utilized.

3.1.4 Section D – Corporate Qualifications and Experience (5 points)

Provide a statement of qualifications for the bidder's organization

- .1 Year founded as current corporate entity;
- .2 Permanent office address; and
- .3 List a maximum of 5 reference projects (do not provide Project details as these should be listed in Section B.

4. Excellent operating experience, training and creation of programs (training, processes, manuals, systems , safety etc.)

3.1.5 Section E – Qualifications and Experience (20 points)

The City expects that the key personnel providing operation and training services for the WWTP will be an expert operator. Provide details of qualification and experience for other key personnel (if any) proposed for this assignment. Provide an organizational chart describing the bidder's key personnel at site (Expert Operator), as well as support staff providing assistance remotely (if any). Provide a summary for key project team personnel, and include the information below:

- .1 Name;
- .2 WWTP operating License/Professional affiliation.
- .3 Role and title on the project, including the period for which the individual is to be associated with the Project, and the extent of the individual's time that will be devoted to the Project during that period; and
- .4 List any reference projects provided in Section B (do not provide project details) and describe the individual's role on each of the Projects.

Include the individual's resume immediately after the individual's summary. It is the City's understanding that the Project Team proposed by the bidder in this section will be committed to the full delivery of the assignment. Changes to the Proponent's Project Team must be approved by the City.

3.1.6 Section F – Local Content (5 points)

Identify if the staff proposed as part of this proposal are residents of Nunavut, Iqaluit or Inuit. If the staff proposed meet these requirements, identify the number of hours for those individuals expressed as a percentage of the overall planned hours on the project. As applicable, the bidder will be eligible to receive the prorated points based on the following:

Nunavut Resident (1 Point)

Iqaluit Resident (2 Points)

Inuit (2 Points)

Example: Propose operator lives in Iqaluit, but is not Inuit, and is planned to work 75% of the total hours in the proposal. The eligible points would be calculated as follows:

Nunavut Resident: 1point x 75% = **0.75 Points**

Iqaluit Resident: 2 points x 75% = **1.5 Points**

Inuit : 2 points x 0% = 0 points

3.1.7 Section G – Mandatory Submission Requirements (pass/fail)

Provide all mandatory requirements, as identified in Section 4.3. Proponents who fail to submit mandatory items will not proceed to the next phase of evaluation.

3.1.8 The bid submission must include confirmation of the bidder's agreement to conform to the confidentiality requirements as indicated in Supplementary Conditions SC1-CONFIDENTIALITY.

3.2 **Financial Submission Requirements**

3.2.1 Bidder's Fees (35 points)

Submit a completed and unqualified Cost Submission Form, included in Appendix A, along with bidder's corresponding level of effort fee table, complete with positions, hours, rates, and fee breakdown, based on the work being requested under this RFP for a fixed price contract. The level of effort table must be broken up based on major project tasks/phases (like on board support and virtual support services).

The fee table must also include a breakdown on expenses/ disbursements, based on the requirements described in the Terms of Reference. The bidder must use per diem rates established by the Government of Nunavut for 2022. A furnished accommodations will be provided by the City of Iqaluit at a City owned residence. The bidder will share transportation along with the plant operators. All expenses/ disbursements will be invoices at cost with no mark-up.

The completed Cost Submission Form and level of effort fee table shall form part of the contract document to be used between the City and the selected bidder. The rates included in the fee table will be used in the event the scope of work is changed and provisions of the contract value to be changed during the project period.

The Financial Submission will not be opened until after the evaluation of the technical submission has been completed and satisfied per the required criteria.

4. **EVALUATION**

4.1 **Evaluation Committee**

The evaluation of Proposals will be undertaken by an Evaluation Committee appointed by the City. The Evaluation Committee may consult with technical, financial and other advisors, as the Evaluation Committee, in its sole discretion, may decide. The Evaluation Committee will reach a consensus through discussions internal to the Committee.

4.2 **Evaluation Stages**

Proposals will be evaluated in four stages:

4.2.1 Evaluation of Mandatory Criteria

Bids that do not meet the mandatory criteria will be rejected (Refer to Section 4.3 below).

4.2.2 Technical Evaluation – Total Value 70 Points

Subject to the Evaluation Committee's right to reject an unacceptable bid under Section 4.4, the Evaluation Committee will evaluate and score, the bid information provided using Table 2 in Section 4.5 as a guide to assign scores. For each criterion, each bid will be assessed, and points will be awarded on the basis of the extent to which the requirements of the RFP documents are satisfied, and the comparative merit of the individual bid as compared to other bids.

Bids will be ranked from highest to lowest in terms of meeting the City's requirements and containing technical merit. Bidders are required to achieve a minimum score of 70% (45.5/65 points) on the Technical Evaluation, in order to qualify for review of the Financial Submission.

4.2.3 Financial Evaluation – Total Value 35 Points

Financial evaluation of cost criteria will be conducted after evaluation of the technical criteria and reference checks.

A total of 35 points will be awarded on the basis of the fixed term fee Proposal, and the distribution of fees to each phase of the Project.

The points for price will be awarded as follows:

The score for the Financial Submission will be in accordance with the following formula:

$$\text{Bidder Score} = \frac{\text{Lowest Financial Offer}}{\text{Proponent Financial Offer}} \times 35 \text{ points}$$

4.2.4 Selection

The Evaluation Committee will rank the Proponents, using the combined Technical and Financial score, from which it will select the successful bidder. The successful bidder's proposal will be recommended to the City for the award of a contract for services based on the bidder's standing in the evaluation review process.

4.3 **Mandatory Requirements**

As indicated in Section 1 of this Request for Proposal, Proponents may be individual firms, or consortia of firms. In order for Proponent's Proposals to be considered for

further evaluation they must demonstrate in their Proposals that the following mandatory requirements can be met.

Bidders must:

- .1 Provide evidence satisfactory to City from the bidder's insurer that the bidder is able to obtain the insurance coverage as specified in APPENDIX E City's Standard Service Agreement;
- .2 Include the submission of the bidder's latest valid WSCC/ WSIB Certificate of Clearance;
- .3 Include a completed sign-off of bid submission, as per the requirements in APPENDIX F; and

4.4 Rejection of Unacceptable Bids

The Evaluation Committee may at any time reject a bid without completing a full evaluation (including a bid from a bidder that complies with the Mandatory Requirements), if in the judgment of the Evaluation Committee further consideration of the bid would not be acceptable as the basis for a contract considering the evaluation criteria indicated in Section 4.5 below.

The City reserves the right without liability, cost or penalty, in its sole discretion to disqualify any bid before its full evaluation if the bid reveals a conflict of interest, incorrect information, or misrepresentation by the bidder of any information provided in its bid. The City further reserves the right without liability, cost or penalty, in its sole discretion to disqualify any bid where there is evidence that the bidder, its employees, agents or representatives colluded with one or more other Proponents or any of their respective employees, agents or representatives in the preparation of the Proposal.

4.5 Evaluation Criteria

The Evaluation Committee will evaluate eligible bids to determine the bid which best meets the needs of the City, using the weighting criteria indicated in Table 1 below as a guideline.

Table 2 – RFP Evaluation Criteria

| EVALUATION CRITERIA | WEIGHTING |
|--|-----------|
| Technical Submission | |
| Section A – Understanding of the Project | 10 points |
| Section B – Reference Projects | 20 points |
| Section C – Work Plan | 5 points |

| | |
|---|-------------------|
| Section D – Corporate Qualifications and Experience | 5 points |
| Section E – Qualifications and Experience | 20 points |
| Section F – Local Content | 5 Points |
| Technical Score Sub-Total: | 65 points |
| Financial Submission | |
| Consultant Fees – Cost Submission Form | 35 points |
| Financial Score Sub-Total: | 35 points |
| Total RFP Evaluation Score: | 100 points |

5. TERMS AND GENERAL CONDITIONS

5.1 Terms and Conditions

- 5.1.1 Submission of a bid constitutes acknowledgement that the bidder has read and agrees to be bound by all the terms and conditions of this RFP.
- 5.1.2 The City will not make any payments for the preparation of a response to this Request for Tender. All costs incurred by a bidder will be borne by the bidder.
- 5.1.3 This is not an offer. The City does not, by virtue of this bid call, commit to an award of this bid, nor does it limit itself to accepting the lowest price or any bid submitted, but reserves the right to award this bid in any manner deemed to be in the City's best interest.
- 5.1.4 Bidders may not amend their proposal after the closing date and time but may withdraw their bid at any time prior to acceptance by the City and issuing a Letter of Intent.
- 5.1.5 The City has the right to cancel this Request for Tender at any time and to reissue it for any reason whatsoever, without incurring any liability and no bidder will have any claim against the City as a result of the cancellation or reissuing of the Request for Tender.
- 5.1.6 The City will not be responsible for any bid that does not indicate the Request for Tender reference, and the bidder's name.
- 5.1.7 The City will not be responsible for any bid that is delivered to any address or in any manner other than that provided in Section 2.1 of this Request for Tender.
- 5.1.8 If a contract is to be awarded as a result of this Request for Tender, it will be awarded to the bidder whose bid for each service, in the City's opinion, provides the best potential value to the City and is capable in all respects to perform fully the contract requirements and has the integrity and reliability to assure performance of the contract obligations.

- 5.1.9 If the City decides to award a contract based on a submission received in response to this Request for Tender, the successful bidder will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a Contract. Bidders will not acquire any legal or equitable rights or privileges whatsoever until a Contract is signed by both parties. In the event of any inconsistency between this Request for Tender, and any ensuing contract, the contract shall govern.
- 5.1.10 The contract will be in the form of the City's standard "City of Iqaluit Services Agreement" and it will contain the relevant provisions of this Request for Tender, the accepted bid as well as such other terms as may be mutually agreed upon, whether arising from the accepted bid or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any bidder who has submitted a bid.
- 5.1.11 A copy of the Services Agreement is included as APPENDIX E.
- 5.1.12 Any amendment made by the City to the Request for Tender will be issued in writing and sent to all who have received the documents.
- 5.1.13 An Evaluation Committee will review each bid. The City reserves the exclusive right to determine the qualitative aspects of all bids relative to the evaluation criteria.
- 5.1.14 Bids will be evaluated as soon as practicable after the closing time. No detail of any bid will be made public except the names of all parties submitting bids.
- 5.1.15 The bid and accompanying documentation submitted by the bidders are the property of the City and will not be returned.
- 5.1.16 Bidders must acknowledge receipt of any addenda issued by the City in their bid.
- 5.1.17 Bidders shall disclose in its bid any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.
- 5.1.18 Bidders and their agents will not contact any member of the City Council, City Staff or City Consultants with respect to this Request for Tender, other than the City Representative named in section 2.6, at any time prior to the award of a contract or the cancellation of this Request for Tender.

5.2 No Collusion

By submitting a bid, the bidder, and each firm, corporation or individual member associated with the bidder's bid submission, represents and confirms to the City, with the knowledge and intention that the City may rely on such representation and confirmation, that its bid has been prepared without collusion or fraud, and in fair competition with bids from other bidders. Include confirmation of this under Item 3.1.8 of the bid submission.

5.3 Conflict of Interest

Bidders shall disclose any potential conflicts of interest and existing business relationships they may have with Colliers Project Leaders, the City, its elected officials or employees, or any known participants in the Project. The City may rely on such disclosure.

Under Item 3.1.8 of the bidder submission, include confirmation of the Proponent's agreement to conform to the conflict of interest requirements and disclosures as indicated in Supplementary Conditions SC2 – CONFLICT OF INTEREST.

5.4 Accuracy of Information

While the City has used considerable efforts to ensure an accurate representation of information in the Request for Tender, the information contained in this Request for Tender is supplied solely as a guideline for bidders. The City gives no representation whatsoever as to the accuracy or completeness of any of the information set out in this Request for Tender, or any other background or reference information or documents prepared by third parties and made available to bidders. Bidders will make an independent assessment of the accuracy and completeness of such information and will have no claim whatsoever against the City or its representatives, agents, consultants and advisors, with respect to such information.

5.5 Confidentiality

Bidders shall treat all information received through this Request for Tender process and subsequent contract award as confidential and will not disclose such information to any person except with the prior written consent of the City.

Under Item 3.1.8 of the bid submission, include confirmation of the bidder's agreement to conform to the confidentiality requirements as indicated in Supplementary Conditions SC1 – CONFIDENTIALITY.

5.6 Working Language

All Proposals must be written in English.

5.7 Terms of Payment

The successful bidder shall be reimbursed monthly for works completed for each service provided. Invoices are to be submitted on a monthly basis, and shall include:

- .1 the project title.
- .2 the service contract number.
- .3 a description of the work completed.

- .4 billing summary, which includes the tasks as set forth in the costing submission, the proposed costs, cost to date, percentage invoiced to date, and the percentage of work completed to date for each task.
- .5 backup for all disbursements (time sheets may be requested).

The monthly invoice should be reviewed as a draft by the Project Manager in order to validate the fee and services being claimed. The Proponent is to update the invoice (as required), as per comments/ feedback received from the Project Manager. The Project Manager and bidder are to determine at the Project Kick-Off meeting the date which draft monthly invoices are to be reviewed.

The final invoice is to be submitted to the Project Manager for processing with the City. Invoices that are issued directly to the City's Accounts Payable Department will not be processed. Invoices must be submitted for payment by the 15th of every month, for previous months work (e.g. invoice must be submitted by February 15th for work completed up to January 31st).

No payment will be made for the cost of work incurred to remedy errors or omissions for which the contractor is responsible. No additional invoicing will be accepted above and beyond what the City has agreed to as per the contract. At no time shall the contract upset limit be exceeded without prior written authorization from the City.

5.8 Cash Flow Expenditure Forecast

The bidder is to submit a cash flow expenditure forecast identifying how the bidder anticipates invoicing the City on a monthly process, based on the established schedule. An update cash flow expenditure forecast is to be submitted with every monthly invoice.

5.9 WSIB/ WSCC Certificate

Under item 4.3 of this RFP, include submission of the Proponent's latest WSIB or WSCC Certificate of Clearance (failure to submit a certificate or letter of exemption from coverage with the bid may result in disqualification of the bid). Bidders with no WSCC coverage must apply to the Government of Nunavut with 10 working days of starting operations.

5.10 Health and Safety

The successful bidder shall provide the City a copy of its Health and Safety plan within 5 calendar days of execution of the contract for after care support services. The successful bidder shall comply at all times with the City's health and safety requirements while working in Iqaluit.

5.11 Project Reporting

The successful bidder will be required to provide weekly, and monthly) status reports, which must communicate the following: assignment status, work completed to date,

work remaining, schedule progress (baseline and approved changes), and financial status (original contract value, current contract value, % complete vs. % spent). The report is to be submitted to the City's Project Manager.

6. SCOPE OF WORK

The City of Iqaluit's wastewater treatment plant (WWTP) was originally built in 2006 and required upgrades to meet the demand of a growing population and updated effluent quality requirements.

Following the design completion and contractor selection, construction activities of the WWTP upgrades/expansion project were initiated in 2018. The primary treatment process was commissioned in April 2019. The construction of the secondary treatment process was completed in March 2020. However, commissioning activities were delayed. Finally, the secondary system was commissioned in March 2021. Since the City assumed operation of the plant, they have experienced numerous operational challenges. The requires additional operational support

The City is seeking an experienced contractor/operator for the following tasks:

- Operate the plant with City staff for 1 month (31 Calendar Days)
- Develop user friendly operating procedures and maintenance schedules
- Train City staff on the operation of the plant and procedures
- Provide distance support following the initial visit.
- Follow up visit to review operations and provide support to staff and complete maintenance as required, every 3 months for 1 week per visit

The current population of the City is 8, 300. The population is significantly increased in summer due to a large number of visitors. The average daily water demand is recorded for 3,000 cubic meter and the average wastewater produced daily is 2,500 cubic meter. The city has a mechanical treatment plant to treat the entire volume of wastewater produced daily.

Duration of the Contract:

The initial duration of the contract will be for 12 (twelve) months and subject to extension to another 12 months if need arises.

The following sections describe the services to be provided by the Contractor.

6.1 Operational Support

Purpose: Operate the WWTP on a day-day basis in compliance with all regulatory requirements and best practices, and support the development of internal capacity within the City's operators to manage the same.

The contractor shall:

- a. Review and become familiar with the O&M manual, design upgrade and different compliance
 - i. reporting.
- b. Understand the existing mode of operation of the plant
- c. Operate the plant on a full-time, day-day basis in compliance with all regulatory requirements.
- d. Identify any emergency deficiencies of the plant and the operators certifications of training.
- e. Develop a user-friendly training manual and operating procedures. The City will translate the manual into Inuktitut, translation services to be provided by the City.
- f. Assist with periodic on -site SCADA programming
- g. Support on going WWTP programming and trouble shooting
- h. Complete operational daily/monthly/annual checklists and procedures
- i. Provide technical support for plant changes/enhancements
- j. Develop a maintenance program and schedule
- k. Perform sampling, lab testing and recording
- l. Initiate training to the operators on MSDS, WHIMS, Health and safety, First Aid, confined space, sampling, lab testing, data recording, water sampling and shipping them to the southern accredited lab.
- m. Schedule in advance on Remote programming assistance and on-site as programming, operation and start-up assistance.
- n. Weekly meeting with the city's technical team on the operational update of the week and progress of the operators' skills development.
- o. Provide a trip report to the Director of activities completed, and items that need to be completed by staff following the visit (ie. Order parts)

6.2 Documents Provided by the City

The following documents will be provided by the Owner to the successful bidder.

- a. O&M Manual
- b. Design upgrade
- c. Latest compliance report
- d. City's Type A Water licence
- e. The following additional items/documents to be made available to the successful bidder once the agreement is finalized.

- f. Address of the City's accommodation and key of the building
- g. Access Key to the Plant building
- h. Provide support to the operators for Sea lift order and City procurement guidelines

7. SCHEDULE

7.1 Timelines

The bidder must satisfy the general timelines identified below for the work.

Table 3 – Project Schedule

| Milestone | Date |
|--|---------------------|
| Project Kick-Off Meeting | Jan.09, 2023 |
| Weekly meeting with operators face to face | Friday of each week |
| Weekly virtual meeting in person | Friday of each week |
| Recommendation the plant 's status report with 90 days | March 09,2023 |
| Plant 's final status Report | September 30, 2023 |
| Submission of Final Deliverables | November 30,2023 |
| Project Completion/ Closeout | December 31,2023 |

7.2 Submission Requirements

Bidder to prepare project schedule in the form of a Gantt chart. The schedule is to include dates for the commencement and completion of each major element of the work, as per the requirements of Table 3. The key elements of the schedule will detail the various assignment milestones. The schedule will form the baseline for assignment.

The schedule will form part of the contract documents. Changes to the project schedule must be approved by the Project Manager by means of a change order. A revised schedule must be submitted describing the approved changes.



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APPENDIX A – COST SUBMISSION FORM

Bidder's Name: _____

Bidder's Address: _____

Bidder Email/ Telephone: _____

Provide the following cost breakdown for the services detailed herein that the Proponent is proposing to offer the City of Iqaluit.

Table A1 Fee Table

| Item | Description | Qty | Unit | Unit Price | Total |
|------|---|-----|-------|------------|-------|
| 1. | Initial 1 month of onsite operational Support including meals, accommodation and local Iqaluit travel | 1 | Month | \$ | \$ |
| 2. | 1 week visit every 3 months including meals, accommodation and local Iqaluit travel | 4 | LS | \$ | \$ |
| 3. | Disbursement-Airfares | 1 | L | \$ | \$ |
| 4. | | | | | \$ |

Sub-Total: \$ _____

GST: \$ _____

TOTAL: \$ _____

Fees for changes to the work shall be as agreed upon prior to the commencement of services for the change as set out under the contract. For additional work, the proponent shall use the rates detailed below.

| POSITION | TEAM MEMBER | Hourly Rates (\$/hr.) |
|--------------------------------|-------------|-----------------------|
| Trained and qualified Operator | | |
| Support services | | |

Consultant to add positions as necessary. Each discipline shall provide names for each position as necessary.

END OF APPENDIX A

APPENDIX B – SUPPLEMENTARY CONDITIONS

Amend the General Conditions as follows:

Add SC1 Confidentiality

SC 1 Confidentiality

- .1 The bidder and the bidder's employees and sub-contractors (if any) shall not use, copy, disclose or otherwise communicate and information not available to the general public that was gained by them in the course of their duties related to this Contract, except as is necessary in the proper discharge of those duties. This obligation survives the Contract.
- .2 All information provided by the bidder is subject to the disclosure and protection provisions of applicable freedom of information and privacy legislation. Such Act allows any person a right of access to records in the Client's custody or control, subject to limited and specific exceptions.

Add SC2 Conflicts of Interest

SC 2 Conflicts of Interest

The bidder and the bidder's employees:

- .1 shall conduct their duties related to this Contract with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality into question;
- .2 shall not influence, seek to influence, or otherwise take part in a decision of the Client, knowing that the decision might further their private interests. Any communication with the City's elected officials before contract award shall result in disqualification of the Proponent.
- .3 shall not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly, or indirectly with the performance of their duties relating to this Contract, that causes, or would appear to cause, a conflict of interest, and
- .4 shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Contract, and if such financial interest is acquired during the term of this Contract, the Consultant shall promptly declare it to the Client.

Add SC3 Project History File

SC 3 Project History File

- .1 All project documentation shall be considered deliverables and shall form the core of the Project History File. A project history file is to be submitted to the Client prior to project closeout. It is the Consultants responsibility to ensure that the requirements for all deliverables be applied to all sub-consultants and vendors.
- .2 All supporting and originating data (calculations, graphs, data, pictures, drawings checks, tables, etc.) that are developed and incorporated into the deliverable documentation shall be included in Project history file.
- .3 All data collected as part of the Project and relating to the deliverables that have been organized into database tables and spreadsheets shall be included electronically as supporting data for the deliverable. This information will be incorporated into the project history file
- .4 The project history file will be submitted electronically in a logical file folder structure.

END OF APPENDIX B

APPENDIX C – SUB-CONSULTANT LIST

(Can this appendix be excluded)

The Proponent will engage and fully coordinate the work of the following sub-consultants listed to deliver the work:

Table C1 List of subconsultants

| Consultant Name | Project Office Address | Discipline |
|-----------------|------------------------|------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
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| | | |
| | | |

END OF APPENDIX C



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APPENDIX D – INFORMATION PROVIDED BY THE CITY

This schedule forms part of the contract for consulting services for WWTP aftercare support services. The City will provide the following information to the Consultant:

- .1 The latest upgrade report of the Plant
- .2 The SCADA system in the plant

END OF APPENDIX D



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APPENDIX E – CITY OF IQALUIT SERVICES AGREEMENT

BETWEEN: THE MUNICIPAL CORPORATION OF THE CITY OF IQALUIT

(hereinafter referred to as the "CITY OF IQALUIT")

OF THE FIRST PART

AND: <INSERT CONSULTANT NAME>

(hereinafter referred to as the "Consultant")

OF THE SECOND PART

WHEREAS the CITY OF IQALUIT has requested the Consultant to provide engineering services for the
<insert project name/ contract title>;

AND WHEREAS the Consultant has agreed to provide such services to the CITY OF IQALUIT in its proposal
dated <insert proposal date>;

AND WHEREAS the CITY OF IQALUIT and the Consultant wish to set out the terms and conditions relating
to the provision of such services;

THEREFORE the CITY OF IQALUIT and the Consultant agree as follows:

1. SERVICES AND PAYMENT

- 1.1 The Consultant agrees to provide to the CITY OF IQALUIT those services set out in the job description and scope of work provided on <insert proposal date>. A copy of the proposal is attached as Appendix "A".
- 1.2 The CITY OF IQALUIT agrees to pay for the services described above, a total amount not greater than <insert proposal amount>, for the provision of professional services based on the Proposal dated <insert proposal date>.

2. TERM

- 2.1. This Contract shall commence on the <insert contract start date> and terminates on the <insert contract termination date> unless otherwise terminated in accordance with the provisions of this Contract.

3. NOTICE AND ADDRESS

- 3.1 Any notice required to be given herein or any other communication required by this contract shall be in writing and shall be personally delivered, sent by facsimile, or posted by prepaid registered mail and shall be addressed as follows:



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i) If, to the CITY OF IQALUIT:

Amy Elgersma
Chief Administrative Officer
City of Iqaluit
P.O. Box 460
Iqaluit, NU
X0A 0H0
Fax: 979-5653

Reference:

ii) If to the Consultant at:

<Insert Consultant Representative Name>
<Insert Consultant/ Company Name>
<Insert Address>

- 3.2 Every such notice and communication, if delivered by hand, shall be deemed to have been received on the date of delivery or if sent by prepaid registered mail shall be deemed to have been received on the seventh day after posting, or if by facsimile, 48 hours after the time of transmission, excluding from the calculation weekends and statutory holidays.

4. COMPLETE AGREEMENT

- 4.1 This Contract and its attachments constitute the complete Contract between the parties. Except as provided herein, it supersedes and shall take effect in substitution for all previous agreements. It is subject to change only by an instrument executed in writing by the City.
- 4.2 If this Contract arises from a request for proposals or tender call, the provisions of the request for proposals or tender call and the Consultant's bid or proposal submission are incorporated into this Contract and may be used to clarify, explain or supplement this Contract, but shall not be used to contradict any express terms of this Contract.
- 4.3 In the event of a conflict between this Contract, the Consultant's bid or proposal submission, and the City's original tender bid instructions or Request for Proposals, the more recently prepared document shall govern to the extent of such inconsistency.

5. GENERAL TERMS

- 5.1 Any information obtained from or concerning any department of the CITY OF IQALUIT or clients of any department of the CITY OF IQALUIT, by the contractor, its agents or employees in the performance of any contract shall be confidential. The Consultant shall take such steps as are necessary to ensure that any such information is not disclosed to any other person and shall maintain confidential and secure all material and information that is the property of the CITY OF IQALUIT and in the possession of or under the control of the Consultant. This clause survives the termination of this contract.

- 5.2 Time shall in every respect be of the essence. The Consultant shall deliver the services specified in the contract and according to the project schedule on costs. The CITY OF IQALUIT may grant reasonable extensions to the Consultant for delays, if the Consultant can show those delays were caused by circumstances beyond the control of the Consultant.
- 5.3 The Consultant is an independent Consultant with the CITY OF IQALUIT and nothing in this contract shall be construed or deemed to create the relationship of employee and employer or of principal and agent between the CITY OF IQALUIT and the Consultant. The Consultant is solely responsible for payments of all statutory deductions or contributions including but not limited to pension plans, unemployment insurance, income tax, workers' compensation and the Nunavut Payroll Tax.
- 5.4 This contract shall be interpreted and governed in accordance with the laws of Nunavut and the laws of Canada as they apply in Nunavut.
- 5.5 No waiver by either party of any breach of any term, condition or covenant of this contract shall be effective unless the waiver is in writing and signed by both parties. A waiver, with respect to a specific breach, shall not affect any rights of the parties relating to other or future breaches.
- 5.6 The failure of either party at any time to require the performance of any provision or requirement of this contract shall not affect the right of that party to require the subsequent performance of that provision or requirement.
- 5.7 Title to any report, drawing, photograph, plan, specification, model, prototype, pattern, sample, design, logo, technical information, invention, method or process and all other property, work or materials which are produced by the Consultant in performing the contract or conceived, developed or first actually reduced to practice in performing the contract (herein called "the Property") shall vest in the CITY OF IQALUIT and the Consultant hereby absolutely assigns to the CITY OF IQALUIT the copyright in the property for the whole of the term of the copyright. The Consultant shall not be responsible for any loss or damage suffered by the City of Iqaluit or any third parties resulting from any unauthorized use or modification of the property, errors in transmission of the property, changes to the Property by others, the consequences of design defects due to the design of others, or defects in contract documents prepared by others, and the City of Iqaluit agrees to defend, indemnify, and hold the Consultant harmless from and against all claims, demands, losses, damages, liability and costs associated therewith. Subject to the foregoing, the Property may be relied by the City of Iqaluit for design and construction work undertaken by other parties with respect to the Services provided that such parties verify the accuracy and completeness of the Property to their satisfaction.
- 5.8 It is intended that all provisions of this agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatever, then the remainder of the agreement shall be interpreted as if such provision, provisions, or part thereof, had not been included.
- 5.9 This contract may be extended by the written consent of the parties.
- 5.10 The CITY OF IQALUIT may delegate any of its authority and undertaking pursuant to this contract to any employee or contractor the CITY OF IQALUIT by notice in writing to the Consultant.
- 5.11 This contract shall ensure to the benefit of and be binding on the respective administrators, successors and assignment of each of the parties hereto.

6. CONSULTANT RESPONSIBILITIES

- 6.1 The Consultant shall indemnify and hold harmless, the CITY OF IQALUIT, its officers, employees, servants and agents from and against all claims, actions, causes of action, demands, losses, costs, damages, expenses, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon or related to the negligent acts, errors, or omissions of the Consultant under this contract.
- 6.2 The Consultant shall be liable to the CITY OF IQALUIT for any loss or damage to property or equipment that is supplied to or placed in the care, custody or control of the Consultant for use in connection with the contract if such loss or damage is attributable to the negligence or deliberate acts of the Consultant or its employees or agents.
- 6.3 If, in the opinion of the CITY OF IQALUIT acting reasonably, the Consultant is in default in respect of any obligation of the Consultant hereunder, the CITY OF IQALUIT may rectify such default and pursue a claim against the Consultant for any direct costs associated with any such remediation, including a reasonable allowance for the use of the CITY OF IQALUIT's own employees or equipment.
- 6.4 The Consultant may not assign or delegate work to be done under this contract, or any part thereof, to any other party without the written consent of the CITY OF IQALUIT. In the case of a proposed assignment of monies owing to the Contractor under this contract, the consent in writing of the CITY OF IQALUIT must be obtained.
- 6.5 The Consultant shall keep proper accounts and records of the services for a period of 3 years after the expiry or termination of this agreement. At any time during the term of this contract or during the three years following the completion or termination of this agreement, the Consultant shall produce copies of such accounts and records upon the written request of the CITY OF IQALUIT.
- 6.6 The Consultant shall notify the CITY OF IQALUIT immediately of any claim, action, or other proceeding made, brought, prosecuted or threatened in writing to be brought or prosecuted that is based upon, occasioned by or in any way attributable to the performance or non-performance of the services under this contract.
- 6.7 If at any time the Consultant considers their estimates indicate costs will exceed the project budget, they will immediately advise the City of Iqaluit. If in the opinion of the City of Iqaluit, acting reasonably, the excess is due to design, costs factors or matters under the control or reasonably foreseeable by the Consultant, the CITY OF IQALUIT may require the Consultant to do everything by way of revision of the design to bring the cost estimate within the project budget. Costs of completing such revisions shall be based upon a level of compensation reasonably appropriate to the circumstances, including the reason for the revisions.
- 6.8 Except as required in the performance of services set out in this agreement, the Consultant must maintain as confidential all data and information made available to the Consultant, the CITY OF IQALUIT, or any other parties which is generated by or results from the Consultant's performance of the Services described in this Contract. All such data and information is the property of the City of Iqaluit. This clause shall survive the termination of the Contract.

7. TERMINATION



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- 7.1 The CITY OF IQALUIT may terminate this contract at any time upon giving written notice to this effect to the Consultant if, in the opinion of the CITY OF IQALUIT, the Consultant is unable to deliver the service as required, the Consultant's performance of work is persistently faulty, in the event that the Consultant becomes insolvent or commits an act of bankruptcy, in the event that any actual or potential labor dispute delays or threatens to delay timely performance of the contract or the (Consultant Contractor) defaults or fails to observe the terms and conditions of the contract in any material respect.
- 7.2 This contract shall terminate as of the day for termination set out in the written notice and the Consultant shall forthwith invoice the CITY OF IQALUIT for work performed to the date of termination.
- 7.3 Any invoice submitted by the Consultant pursuant to clause 7.2 shall be reviewed by the CITY OF IQALUIT to assess the amount which is properly due and owing for work done by the Contractor prior to termination.

8. FINANCIAL

- 8.1 The CITY OF IQALUIT, having given written notice of a breach, may withhold or hold back in whole or in part any payment due the Consultant without penalty, expense or liability, if in the opinion of the Contracting Authority, the Consultant has failed to comply with or has in any way breached an obligation of the consultant. Any such hold back shall continue until the breach has been rectified to the satisfaction of the CITY OF IQALUIT.
- 8.2 The CITY OF IQALUIT may set off any payment due the Consultant against any monies owed by the Consultant to the CITY OF IQALUIT.
- 8.3 The City of Iqaluit will pay the Goods and Services Tax (GST).
- 8.4 Provided all terms and conditions on the part of the Consultant have been complied with, each invoice will be paid thirty (30) calendar days after receipt of the invoice, or thirty (30) calendar days after delivery of the services, whichever is later. Invoices from Nunavut Consultants (as defined by the CITY OF IQALUIT NNI Policy) will be paid twenty (20) calendar days after receipt of the invoice, or twenty (20) calendar days after receipt of the services, whichever is later.
- 8.5 The CITY OF IQALUIT may, in order to discharge lawful obligations or to satisfy lawful claims against the Consultant or a Subconsultant arising out of the execution of work, pay any amount, which is due and payable to the Consultant under the contract, if any, directly to the obligee of and the claimants against the Consultant or Subconsultant.

9. INSURANCE AND LIABILITY

- 9.1 The Consultant's liability to the City of Iqaluit for claims arising out of this Agreement, or in any way relating to the Services, will be limited to direct damages and to the re-performance, without additional compensation, of any Services not meeting a normal professional standard of care and such liability will, in the aggregate, not exceed the amount of \$1,000,000.00. The limitations of liability will apply, to the extent permitted by law, whether Consultant's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other

cause of action, and will extend to and include Consultant's directors, officers, employees, insurers, agents and sub-consultants.

- 9.2 In no event will either party be liable to the other party for indirect or consequential damages including without limitation loss of use or production, loss of profits or business interruption.
- 9.3 The Consultant shall, without limiting his obligations or liabilities hereto, obtain, maintain and pay for during the period of this agreement, the following insurance with limits not less than those shown:
- a) Workers' Compensation insurance covering all employees engaged in the work in accordance with the statutory requirements of the Territory or Province having jurisdiction over such employees. If the Consultant is assessed any additional levy, extra assessment or super-assessment by a Workers' Compensation Board as a result of an accident causing injury or death to an employee of the Consultant or any sub-consultant, or due to unsafe working conditions, then such levy or assessment shall be paid by the Consultant at its sole cost and is not reimbursed by the CITY OF IQALUIT.
 - b) Employer's liability insurance with limits not less than \$500,000 for each accidental injury to or death of the Consultant's employees engaged in the work. If Workers' Compensation insurance exists, then in such event, the aforementioned Employer's Liability insurance shall not be required but the Comprehensive General Liability policy referred to in item (d) herein shall contain an endorsement providing for Contingent Employers' Liability insurance.
 - c) Motor Vehicle, water craft and snow craft standard liability insurance covering all vehicles and/or craft owned or non-owned, operated and/or licensed by the Consultant and used by the Consultant in the performance of this agreement in an amount not less than one million dollars (\$1,000,000.00) per occurrence for bodily injury, death and damage to property; and with respect to busses limits of not less than one million dollars (\$1,000,000.00) for vehicle hazards and not less than one million dollars (\$1,000,000.00) for Bodily Injury to or death of one or more passengers and loss of or damage to the passengers property in one accident.)
 - d) Comprehensive General Liability Insurance with limits of not less than two million dollars (\$2,000,000.00) (inclusive) per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall include but not be limited to the following terms and conditions:
 - Products & Completed Operations Liability *
 - Consultant's Protective Liability
 - Blanket Contractual Liability
 - Broad Form Property Damage
 - Personal Injury Liability
 - Cross Liability
 - Medical Payments
 - Non-owned Automobile Liability *
 - Contingent Employers Liability *
 - Employees as Additional Insureds *

**WHERE APPLICABLE*



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- e) Professional Liability Insurance with limits of not less than two hundred fifty thousand dollars (\$250,000.00) per claim and five hundred thousand dollars (\$500,000.00) in the annual aggregate, to cover claims arising out of the rendering of or failure to render any professional service under this contract or agreement.

All policies shall provide that thirty days written notice be given to the CITY OF IQALUIT prior to any cancellations of any such policies.

The Comprehensive General Liability Insurance policies shall name the CITY OF IQALUIT and any permitted sub-consultants as additional insureds only with respect to the terms of this contract and shall extend to cover the employees of the insureds hereunder.

The Consultant shall be responsible for any deductibles, exclusions and/or insufficiency of coverage relating to such policies.

The Consultant shall deposit with the CITY OF IQALUIT prior to commencing with the work a certificate of insurance evidencing the insurance(s) required by this clause in a form satisfactory to the CITY OF IQALUIT and with insurance companies satisfactory to the CITY OF IQALUIT.

IN WITNESS WHEREOF the parties hereto have set their hand and seals as of the date and year entered below.

FOR THE CITY OF IQALUIT:

FOR THE CONSULTANT:

Name/Title

Name/Title

Signature

Signature

Date

Date

Witness

Witness

END OF APPENDIX E



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APPENDIX F – SIGNING SHEET

I/We, agree that we have received addenda ____ to ____ inclusive, and the Proposal Pricing includes provisions set out in such addenda.

I/We confirm agreement to conform to the confidentiality requirements as indicated in Supplementary Conditions SC1 – Confidentiality.

I/We confirm agreement to conform to the conflict of interest requirements and disclosures as indicated in Supplementary Conditions SC2 – Conflict of Interest.

Signer must have authority to bind the company.

Signed, and delivered at this ____ day of _____ 2020.

Signature of Name (Authorized official or principal who has authority to bind the company)

Legal Company Name

Address: # Street, Municipality, Province/ Territory, Postal Code

Name: Print or Type

Title

Email

Telephone #

END OF APPENDIX F

END OF RFP