



# REQUEST FOR PROPOSALS

*Alwyn Lake and Wolf Creek Dam Operation, Maintenance and  
Surveillance plan*

&

*Alwyn Lake and Wolf Creek Dam Emergency Plan 2024*

**District of Port Edward**

**Closing Date: May 3, 2024**

## 1. RFP Details and Contact Information

Copies of the Request for Proposal (RFP) may be downloaded from the District of Port Edward website at [www.portedward.ca](http://www.portedward.ca) or online at Civic Info or BC Bid. The District contact for this proposal is Todd Francis, CAO by email at [cao@portedward.ca](mailto:cao@portedward.ca) or telephone 250-628-3667. All inquiries regarding this RFP shall be directed to this person only.

The RFP closing date and time is Friday, May 3<sup>rd</sup>, 2024 at 4:00 PM PST. By this time two paper copies of the proposal must be received at the District office 770 Pacific Avenue, Port Edward BC V0V 1G0 along with one digital copy on a memory stick in the dropped off/couriered package. Support documents to assist in the preparation of RFP responses are available and can be requested by interested applicants by emailing [info@portedward.ca](mailto:info@portedward.ca)

The District may issue clarification publicly regarding inquiries it received in response to this RFP.

## 2. About Port Edward

Port Edward's annual budget is between \$3-4M. The current population is approximately 466 (based on the last census) and the community has a fairly compact townsite located along Porpoise Harbour. The District's motto is "Clean, Neat and Green," referencing the expansive green spaces and parks, as well as our state-of-the-art water and sewer systems which we consider to be a great asset (particularly for a town of our size). The District has recently completed Corporate Strategic Planning and is undergoing an update to the Official Community Plan. Council is prioritizing both residential and commercial development which will be strongly articulated in the Strategic Plan and OCP when they are publicly released.

The District of Port Edward, nestled in the picturesque landscape of British Columbia, is a vibrant community known for its unique blend of natural beauty and industrial activity. Situated along the northern coast of British Columbia, this small district boasts stunning waterfront views and a rich maritime history. The community has a close-knit atmosphere, fostering a strong sense of belonging among its residents.

The local economy of Port Edward is closely tied to its strategic location and proximity to the bustling port city of Prince Rupert. With a focus on industries such as shipping, forestry, and fishing, Port Edward plays a crucial role in the region's economic landscape. The district serves as a gateway to international trade, with its well-connected transportation infrastructure supporting the efficient movement of goods between the Pacific Northwest and global markets.

In addition to its economic significance, Port Edward offers residents and visitors a range of recreational opportunities, including hiking, fishing, and wildlife exploration. The district's welcoming community spirit, combined with its economic vitality and access to the nearby Prince Rupert, makes Port Edward an appealing destination for those seeking a harmonious balance between industry and natural beauty.

### 3. RFP Purpose

The issuance of this Request for Proposal (RFP) for the development of Dam Operation, Maintenance, and Surveillance (OMS) Plans and Dam Emergency Plans (DEPs) for Alwyn Lake Dam and Wolf Creek Dam serves a critical purpose in ensuring the safety, integrity, and regulatory compliance of these vital infrastructure assets. The primary objective is to address the identified deficiencies highlighted in the recent Dam Safety Audit conducted by the Department of Water, Lands, and Resource Stewardship. By commissioning the creation of comprehensive OMS and DEP documents tailored to the specific needs of each dam, the District of Port Edward aims to enhance proactive maintenance, monitoring, and emergency preparedness protocols.

Furthermore, the issuance of this RFP underscores the District's commitment to prioritizing dam safety and risk management, particularly in light of the significant consequences of failure associated with these structures. By engaging experienced and qualified consultants or firms to develop these plans, the District seeks to leverage specialized expertise in dam engineering and safety protocols. Ultimately, the successful completion of this project will not only ensure regulatory compliance but also bolster community resilience and mitigate potential risks associated with dam operation, thereby safeguarding public safety, environmental integrity, and critical infrastructure assets for the benefit of the District of Port Edward and surrounding areas.

### 4. Scope of Work and Contract Objectives

#### Project Overview

The District of Port Edward is seeking proposals for the development of comprehensive Dam Operation, Maintenance, and Surveillance (OMS) Plans and Dam Emergency Plans (DEPs) for Alwyn Lake Dam and Wolf Creek Dam. These plans are required to ensure compliance with the Dam Safety Regulation and to enhance the safety and integrity of the dams.

#### Scope of Work

##### Alwyn Lake Dam

- Develop a detailed Dam Operation, Maintenance, and Surveillance (OMS) Plan tailored to the specific requirements of Alwyn Lake Dam.
- Address physical concerns identified in the audit, including seepage quantification, vegetation management, and log boom repair.
- Incorporate site surveillance procedures, including flow rate monitoring, observation recording, and upstream face investigation.
- Prepare a comprehensive Dam Emergency Plan (DEP) outlining procedures for emergency response and communication in the event of a dam failure or other critical incidents.

##### Wolf Creek Dam

- Create a comprehensive Dam Operation, Maintenance, and Surveillance (OMS) Plan customized for the operational needs of Wolf Creek Dam.
- Address physical concerns highlighted in the audit, such as vegetation removal, inspection of structural components, and concrete spalling assessment.

- Include protocols for routine site surveillance, vegetation clearance, and concrete condition monitoring.
- Develop a detailed Dam Emergency Plan (DEP) delineating emergency procedure, evacuation plans, and coordination with relevant authorities.

#### **Deliverables**

##### **Alwyn Lake Dam**

- Finalized Dam Operation, Maintenance, and Surveillance (OMS) Plan.
- Completed Dam Emergency Plan (DEP) in accordance with regulatory requirements.

##### **Wolf Creek Dam**

- Comprehensive Dam Operation, Maintenance, and Surveillance (OMS) Plan.
- Developed Dam Emergency Plan (DEP) addressing emergency response protocols and communication strategies.

## **5. Proposal Submission Requirements**

Interested parties should submit proposals addressing the following:

- Company profile and relevant experience in dam safety planning and engineering.
- Approach and methodology for developing the OMS and DEP.
- Timeline and deliverables schedule.
- Cost estimation and budget breakdown.

## **6. Proposal Criteria and Evaluation**

An evaluation matrix will be used to grade each application. The overall goal first and foremost is to find a firm that will provide a full scope of municipal engineering services, will have excellent communication and responsiveness and propose innovative and cost-effective options. It is our goal that each project will be on time and on budget and we are seeking a firm who can assist us in achieving that goal. The secondary goal is to find a planning firm who can receive direct award for moderately sized planning projects and one-off support requests.

The District is required to RFP significantly sized projects. Firms who hold standing contracts with the District are not precluded from also applying for RFPs on larger projects and having detailed knowledge of the organization and local operations may be an advantage.

*Required sections of the application/proposal are:*

1	Cover letter	Signed by authorized person to bind the organization. Provide overview of the company and executive summary of the project team and approach. Reference how your firm and team will orient themselves to the organization and our priorities within the first 30 days after contract award.
2	Proponent firm and team expertise	Describe expertise in required areas, local knowledge and experience. Detail your firm and team and their approach to the work as well as experience in the municipal environment. Please indicate each team member's office location. Preference will be given to those with senior, local staff. Also, please include resumes for all key team members.
3	Fee structure	A detailed list of consulting fees broken down by the service areas outlined in section 4. Please separate both engineering and planning fees if you are applying for both areas of work.
4	Safety	Review company safety practices and track record.
5	References	Highlight past performance of the firm and its key staff who will be assigned to this contract. Identify past contracts and projects and list at least three references, preferably all municipalities.

*The Evaluation Matrix is as follows:*

<b>Evaluation Category</b>	<b>Score</b>
Project understanding, clarity and consulting approach	20
Firm experience and references	20
Team member expertise, roles, availability and references	25
Value for service (fees)	15
Municipal experience	10
Demonstrated innovative capability	5
Value added elements	5

## **7. Conflict of Interest**

Proposals may not be evaluated if the applicant has any current or past interests that present a conflict of interest. Respondents by submitting a proposal warrant to the best of their knowledge that no actual or potential conflict of interest exists.

## **8. Liability Insurance**

If successful, the applicant will provide confirmation of liability insurance of a minimum of 2 million dollars, naming the District.