



CORPORATION OF THE CITY OF ENDERBY

REQUEST FOR QUALIFICATIONS

Comprehensive Drinking Water Source-to-Tap Assessment

BACKGROUND

The City of Enderby (“the City”) has two active drinking water sources: a surface water intake on the Shuswap River and a Well near to the Shuswap River that may be under the influence of surface water. As part of its Conditions on Permit, the City is required to complete Modules 1, 2, 7, and 8 of the BC Comprehensive Drinking Water Source to Tap Assessment (“the Assessment”).

DETAILS

The City is issuing a Request for Qualification for a firm or team to lead its Assessment. Qualified proponents will be supplied with a set of background documents for the Assessment. Select qualified proponents will be invited to submit a quote for completion of the Assessment.

The Assessment will commence with a kick-off meeting involving the Interior Health Drinking Water Officer and City Staff, which will involve discussing terms of reference for the Assessment and identifying candidates for the technical advisory committee. This will be followed by the proponent’s review of background documents and limited field research to delineate and characterize the drinking water sources, conduct a contaminant source inventory, characterize risks, and recommend actions to improve drinking water protection. This information will be used, among other purposes, to form the basis of a watershed control program for both sources.

Interested proponents should understand that the City is operating under tight budgetary constraints and is not anticipating that the Assessment will be a major project. Interested proponents should appreciate these policy considerations when considering their interest in the project. Due to the extensive nature of the available background material, the amount of field research and meetings of the technical advisory committee should be minimized.

SUBMISSION REQUIREMENTS

Interested proponents should submit qualifications detailing the following:

1. Relevant experience regarding BC Comprehensive Drinking Water Source to Tap Assessments.
2. Relevant experience working with both river surface water intakes and groundwater under direct influence of surface water.

3. Familiarity with the Water Sustainability Act, Drinking Water Protection Act, Groundwater Protection Regulation, and watershed control.
4. Familiarity with the Lower Shuswap River.
5. Samples of previous reports, particularly BC Comprehensive Drinking Water Source to Tap Assessments and watershed control plans.
6. Demonstrated ability to coordinate and lead technical advisory committees.
7. Proven capacity to deliver projects on time and on budget.
8. References from local government and drinking water officers.
9. Resumes for firm or team members likely to be significantly involved in the Assessment.
10. Written disclosure of any real, perceived, or potential conflict of interest with City officials.

As a condition of submitting its qualifications, the proponent understands and agrees that all background materials owned by the City of Enderby remain solely its property and should not be redistributed without express written permission. The other background materials have been previously published or are in the public domain.

INQUIRIES

Please direct all inquiries to:

Tate Bengtson, Chief Administrative Officer
250-838-7230
tbengtson@cityofenderby.com

CLOSING DATE AND TIME

September 14, 2015 at 4:00pm

TERMS AND CONDITIONS

The City reserves the right to accept or reject any or all proponents for inclusion on its recipient list for the Request for Quote for any reason. The City may reissue, amend, cancel, or extend this Request for Qualifications at its sole discretion, and reserves its right to defer or postpone indefinitely the Request for Quote. Under no circumstances shall this Request for Qualifications be understood as a commitment for work, a contract, or a tender. The City does not, by issuing this Request for Qualifications, incur any duty of care or contractual obligation to any interested party. Proponents are strictly prohibited from engaging in any form of lobbying in relation to the Request for Qualification or with a view to influencing the outcome of this process.