



## **CORPORATION OF THE CITY OF ENDERBY**

### **REQUEST FOR PROPOSAL**

#### **Confined Space Update including Facility Hazard Assessment and Lock-Out Procedure Update**

#### **BACKGROUND**

The City of Enderby (“the City”) is seeking an Occupational Health and Safety (“OHS”) Consultant to update its Confined Space Procedure. As part of this update, the Consultant will provide a Hazard Assessment of Confined Spaces for the City’s Public Works and Parks and Recreation Departments. In some cases, lock-out procedures will need to be reviewed and updated.

#### **DETAILS**

The City is seeking a Consultant to undertake the following:

1. Review and update the City’s written Confined Space Procedure;
2. Provide Hazard Assessments of Confined Spaces to the City’s Public Works and Parks and Recreation Departments (see Hazard Assessment Locations, below); and
3. Provide written safe work procedures for Confined Spaces which expose workers to energy sources requiring lock-out.

#### **Hazard Assessment Locations**

- Shuswap Well
- Booster 1 Valve Chamber
- Gunter-Ellison Booster Station
- Brash Creek PRV
- Reservoir Level Control Electrical Chamber
- Regent Avenue Storm Sewer Lift Station
- Wastewater Plant Sump Lift Station
- Wastewater Plant Mixer Tank
- Sanitary Sewer Manholes (generic)
- Water Line Vacuum Air Relief Breaker Pits (generic)
- Sanitary Sewer Lift Stations (generic)
- Pool Balance Tank Chamber

The City recognizes that the Consultant's time on site-specific lock-out procedures may vary, and will pay for this at an hourly rate.

The City is seeking this review to be completed as soon as possible.

#### SUPPORT FROM THE CITY

The City will provide a copy of its existing Confined Space and Lock-Out Procedures (if available). The City will provide site access and technical information by department staff. Upon request, the City can provide meeting space in Council Chambers, the Public Works Shop, or another suitable location.

#### SUBMISSION REQUIREMENTS

Interested Proponents should submit the following (weighted score listed in brackets):

1. Proposal (20%)
  - a. Methodology (brief)
  - b. Work schedule
2. Qualifications and References (20%)
  - a. Please submit three (3) references for organizations for which similar work has been performed in the past.
3. Cost (exclude all applicable taxes) (60%)
  - a. Lump Sum Price for Confined Space Procedure Update and Hazard Assessments
  - b. Hourly Rate for Written Lock-Out Procedures
  - c. Rates for disbursements and mileage

All Proposals must demonstrate a sound knowledge of the project and a reasonable, realistic, capability to achieve the deliverables. These are mandatory criteria. Any Proposal that cannot demonstrate compliance with mandatory criteria will not be scored.

As a condition of responding to this RFP, the Proponent understands and agrees that all background materials owned by the City remain solely its property and should not be disclosed without express written permission. The evaluation of Proposals may include consultation with the Proponent and others, references, and industry research as deemed necessary by the City. The City intends to evaluate proposals based on the best overall value to the City, which may include non-financial, qualitative, values.

#### INQUIRIES

Please direct all inquiries to:

Tate Bengtson, Chief Administrative Officer  
250-838-7230  
[tbengtson@cityofenderby.com](mailto:tbengtson@cityofenderby.com)

#### CLOSING DATE AND TIME

November 20, 2015 at 4:00pm.

## TERMS AND CONDITIONS

The following terms and conditions shall apply to this Request for Proposal:

1. The Confined Space Procedure, Hazard Assessments, and Lock-Out Procedures shall be owned by the City.
2. The Proponent may invoice the City at the end of the project. All invoices shall be net 30 or greater.
3. Verbal discussion, instructions or explanations between the City staff members, agents, employees, or representatives and a Proponent shall not become a part of or otherwise modify the Request for Proposal Document unless confirmed by written Addendum.
4. Responses to inquiries may be distributed to all Proponents at the City's option.
5. The City may accept or reject any or all Proposals for any reason, and may negotiate with a potentially successful Proponent.
6. The City may reissue, amend, cancel, or extend this Request for Proposal at its sole discretion, and reserves its right to defer, postpone, or phase awarding of the work.
7. As part of its evaluation process, the City may request further information from a Proponent at its sole discretion.
8. Under no circumstances shall this Request for Proposal be understood as a commitment for work, a contract, or a tender. The City is not responsible for costs incurred by the Proponent in preparing a Proposal.
9. The City does not, by issuing this Request for Proposal, incur any duty of care or contractual obligation to any interested party.
10. Proponents are strictly prohibited from engaging in any form of lobbying in relation to the Request for Proposal or with a view to influencing the outcome of this process.
11. Proponents agree to advise the City immediately of any conflict of interest or perceived conflict of interest with an employee or officer of the City.
12. Proponents must obtain a valid City of Enderby or applicable Inter-Community Business License prior to commencing work.
13. Proponents must confirm that they are active and in good standing with WorksafeBC.
14. Proponents must carry a minimum of \$2,000,000 in liability insurance with the Corporation of the City of Enderby as an additional named insured.
15. Use of a subcontractor or assignment of the work may only occur with the written permission of the City, unless such use is explicitly referenced in the Proposal.
16. The City is subject to the provisions of the Freedom of Information and Protection of Privacy Act ("the Act") and all information submitted to the City become records in its care and custody for the purposes of the Act.
17. All Proponents and the City acknowledge that all Proposals are supplied in confidence and may reveal technical information of a third party. The scoring matrix and total cost for each scored Proposal will be made publicly available.

18. All Proponents and any other persons who, through this process, gain access to confidential or sensitive information of the City are required to keep all such information confidential. This requirement will persist after the Request for Proposal process has concluded. Such information must not be disclosed without written authorization from the City.