

Project:

**Beaver County
2020 Contracted Landflood Control Services**

Closing Date:

1. INVITATION

Beaver County invites proposals for Contracted Landflood Control Services to fulfill a commitment required to address current beaver removal and Landflood control needs on municipal lands and public infrastructure within the County.

2. BACKGROUND INFORMATION

Beaver County (County) is a municipal district incorporated in 1958. The Beaver County Service Center is located in Ryley.

County Council consists of five (5) elected councillors representing the five divisions in the County. The Reeve is elected yearly amongst the five Councillors. Administration of the County is under the direction of the Chief Administrative Officer who reports to Council.

The core business of the County is providing services to 5905, residents. County administration will be responsible for ensuring that the contractor completes the scope of work for this project as outlined.

3. PURPOSE AND INTENT

The purpose of this Request for Proposal is to evaluate the following:

- Suitability and qualifications for completion of Landflood Control services
- Value for price/cost of Landflood Control services

The County's intent is to provide professional and timely Landflood Control services within Beaver County on municipal lands and public infrastructure while in compliance with all Federal, Provincial and Municipal regulations that pertain to this scope of work.

The contractor may be required to complete work on private land, but only at the sole discretion of Beaver County Council or as designated by County administration.

4. SCOPE OF THE SERVICES

Beaver activity has the ability to damage, and at times destroy, municipal infrastructure and associated drainage works. This activity also has the potential to impact private property and agricultural producer's livelihood. In order to protect its infrastructure, and in turn its residents, Beaver County has developed a policy and procedures for dealing with beaver activities within its boundaries.

In order to fulfill this level of service, Beaver County is looking to obtain contracted services for the implementation of its 2020 Landflood Control Program, in collaboration with municipal staff. The main areas of work that would be required to meet the expectations of this contract are as follows:

- Complete an assessment on complaints directed to the contractor and provide analysis of problem areas.
- Work closely with municipal staff to ensure that priority areas are being addressed.
- Complete daily/weekly logs of site-specific data on beaver control activities that is easily accessible by municipal staff and can be used in municipal reporting.
- If there is a need to enter onto private land, the contractor shall obtain all necessary landowner access and signed agreements prior to the commencement of work, for beaver or dam removal.
- Complete beaver removal program, using various trapping methods, that meets all Federal, Provincial and Municipal regulations as needed at each problem area.
- Beaver removal locations and numbers shall be reported to the municipality using the daily/weekly log system.
- Timing of dam breaching/removal activities should be done so that there is no negative impact on the downstream landowners.
- All activities of this nature shall be mapped and indicated in the daily/weekly log system.

Additional services may be required to complete the contract. These items would be addressed with the company and the municipality prior to the work commencing.

The contractor shall be responsible for all staffing, equipment, training, liability and risk associated with each of these activities. Due to the nature of this contract, it is important that the contractor and company in question understand the significant role that Health and Safety regulations plays into the successful completion of this contract.

The contractor and/or company must be available to the municipality at any time, and in whatever capacity, so that requests are dealt with in a timely manner to ensure that the expected level of service is achieved.

Beaver County
Request for Proposal
2020 Contracted Landflood Control Services

Following is the general timeline for the 2020 Contracted Landflood Control Services:

RFP Issued	February 20, 2020
Proposal submission deadline	12:00:00 P.M. March 6, 2020
Contract Awarded	March 20, 2020
Contract Start Date	April 1, 2020

The Contract will run until December 31, 2020 or until the allocated budget, by Beaver County Council, for this program has been exhausted, whichever comes first.

5. SUBMISSION OF PROPOSAL

In submitting a proposal, the proponent acknowledges and accepts all of the terms, conditions and other details as listed or otherwise shown in the RFP document and the proponent agrees to abide by and conduct the work under such terms, conditions and details in this document.

All shipping materials are to clearly identify the proponent and their contents. Proposals will be received at the address below or via e-mail before the stipulated closing date and time.

It is the proponent's sole responsibility to see that its proposal is received on time. Late submissions will be returned unopened. Submissions should be clearly marked "Beaver County 2020 Contracted Landflood Control Services Proposal".

Location for submission of proposals:

Beaver County
Attn: Aimee Boese
PO BOX 140
5120 – 50 Street
Ryley, AB T0B 4A0
aboese@beaver.ab.ca

E-mailed submissions in PDF format will be accepted.

6. CLOSING DATE AND TIME FOR RECEIPT OF PROPOSAL

Proposals will be received at the above address
On or before 12:00:00 P.M. March 6, 2020

Proposals may be withdrawn or changed at any time prior to the closing date and time at the proponent's discretion. Withdrawal notification shall be in written form (facsimile or e-mail acceptable).

7. ENQUIRIES AND CLARIFICATIONS

All enquiries relating to, specifications, RFP procedures and general information regarding the project shall be directed to:

Aimee Boese
Agricultural Fieldman
Beaver County
Email: aboese@beaver.ab.ca

Only written submissions will be accepted.

All enquiries must be received by March 2, 2020 at 12:00:00 P.M.

Verbal answers are not binding unless confirmed by written addenda issued by Beaver County and which are specifically referenced and identified in the RFP.

A reply which alters the RFP shall be made in the form of an addendum, a copy of which shall in the County's discretion be forwarded by hand, by mail or by fax to all proponents.

No verbal agreement or conversation made or had at any time with any officer, employee, agent or consultant of the owner, nor any oral representation by any such officer, employee, agent or consultant, shall add to, detract from, affect or modify the terms of the tender document or the contract, or be relied upon in any way whatsoever, unless specifically incorporated in a written addendum issued by Beaver County.

8. PROPOSAL REQUIREMENTS

A covering letter shall be provided with the proposal clearly stating the company's understanding of the services to be provided. The letter must include the name(s) of the person(s) who will be authorized to make representations for the company, their title(s) and telephone numbers. The person signing the covering letter must be authorized to bind the proponent.

Proponents must respond to the items listed below in the order they are presented. As a minimum the proposal should include

Beaver County
Request for Proposal
2020 Contracted Landflood Control Services

1. **Company Profile and Contact:** A brief profile of your company indicating the scope of its practice and the range of activities performed by the company. Identify the Proponent's contact person, phone number and email address including any other office contact information pertinent to this contract.
2. **Experience in Landflood Control Services:** List current and past municipal/public sector projects and indicate the number of years your firm has been contracted for each client.
3. **Personnel Qualifications and Experience:** Name and provide a brief summary of qualifications for the key staff who would be assigned to this contract, please highlight any municipal/public sector experience including all required certifications (e.g. blasting permit or certification).
4. **Contract Implementation:** Proposals must clearly show the company's understanding of the work to be performed and commitment to perform the work within the time period specified. This description would include the approach to be used for beaver control activities, dam breach/removal, monthly complaint monitoring program, and timely reporting to the municipality.

The proposal also needs to include staff and equipment requirements to carry out the contracted services and any other necessary documents needed to demonstrate qualifications for contract implementation, such as a list of action items.

5. **Additional Services:** Identify any additional services that may need to be included in this proposal, such as consultation or administrative duties for completing the work defined in this RFP.
6. **References:** Three references at least two of which must be municipal/public sector contracts related to wildlife control, within the last three years. Include number of years of service to and a contact name, telephone number and email address for each reference.
7. **Contractor Safety Program:** The proponent shall provide all necessary Health & Safety documentation that demonstrates that the company has a Certificate of Recognition received from an accredited Health & Safety Association and can be designated Prime Contractor for the above named project as stated in Section 2.1 of the Occupational Health & Safety Act.

If the proponent cannot provide such documentation then the contractor will be required to comply with the current Beaver County Health & Safety Program and undergo all necessary training to fulfill this commitment.

8. **Fee for Contracted Services:** The fee proposed shall be based on the

Beaver County
Request for Proposal
2020 Contracted Landflood Control Services

performance of:

- a. Beaver Removal Program
- b. Dam Breach or Removal Program

The proponent shall provide a cost breakdown of field operation hourly rates along with any equipment rates that may be used for the completion of the contracted service.

The proponent shall also provide a general dollar per hour in providing other services which may include field consulting services, administrative duties for the monitoring program and data entry of complaints.

9. EVALUATION AND SELECTION

All Proposals received in response to this RFP will be evaluated by Beaver County as soon as practicable after the closing date and time. The County's intent is to enter into a Contract with the firm that best meets the needs of the County based on the information provided in the proposal and meeting the terms and conditions of this RFP.

Proposals will be evaluated on a point system based on the following criteria

Company Profile and Contact	5
Experience in Landflood Control Services	10
Personnel qualifications and experience	10
Contract implementation	15
Additional services	5
References	5
Contractor Safety Program	10
Fee for Contracted Services	40
Total	100

The proponent who has the best overall proposal will be selected to enter into negotiations leading to an Agreement with the County for the performance of the services. If negotiations prove unsuccessful, the next highest rated proponent would be deemed to be the preferred proponent and negotiations would be commenced with it.

10. AGREEMENT

The successful proponent will be required to enter into a formal agreement with the County to provide the services described in this RFP and the successful proponent's proposal.

11. REMUNERATION

Remuneration shall be made for services completed. The successful proponent shall provide an invoice and listing of the activities, level of involvement and deliverables completed in the period. Payment shall be made within 30 days of receipt of the invoice and invoices shall be submitted monthly.

All travel and accommodation costs and other disbursement items are to be included in the original proposal.

12. ACCEPTANCE OR REJECTION OF PROPOSALS

Proposals shall be irrevocable, valid and remain open for acceptance for a period of 45 days from the closing date and time.

The County reserves the right to reject any and all proposals or cancel this RFP at any time and for any reason without any obligation or any reimbursement compensating any proponent.

The County further reserves the right to reject or accept any proposal whether or not completed properly and whether or not it contains all required information. Without prejudice to this right, the County may request clarification where in the sole opinion of the County the proponent's intent is unclear.

If, in the sole opinion of the County, the price provided by a proponent is unreasonably low (i.e., the services could not reasonably be completed for the proposal price), the County reserves the right to disqualify the submission without discussion with the proponent.

The County further reserves the right to negotiate changes to a preferred proponent's proposal and any Agreement entered into with a preferred proponent.

13. GOODS & SERVICES TAX

The County will pay all applicable Goods and Services taxes. These taxes are not to be included in charge out rates, disbursement, etc., but shown as a separate charge.

14. INSURANCE & INDEMNITY

The successful proponent shall provide certified copies of Professional Liability Insurance – Errors & Omissions coverage in an amount not less than \$2,000,000 on a 'per occurrence' basis. The policy shall provide coverage of all claims occurring during the term of the policy notwithstanding the fact that the claim may be asserted subsequent to the expiration of the policy for a minimum of three (3) years.

The successful proponent shall indemnify and save harmless the County from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgments of every nature and description brought or recovered against him and/or the

Beaver County
Request for Proposal
2020 Contracted Landflood Control Services

County, by reason of any act or omission or alleged act or omission of the said successful proponent, its agents, employees, or subcontractors in the execution of the services.

15. CONFLICT OF INTEREST

At no time during the proposal stage, evaluation stage, after award, or during the performance of the services shall a County employee or member be in any way connected with the proponent. Proponents shall include with their initial proposal, and at any subsequent time where requested to do so by the County, full details of any employee, person, firm or corporation that could be considered in a conflict of interest.

16. COST OF PREPARATION OF A PROPOSAL

Proponents shall be solely responsible for their own expenses in preparation and submission of a proposal and in subsequent negotiations or clarifications, if any, with the County.

17. FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT

Firms are advised that parts or all of their proposals may be subject to the provisions of Alberta's Freedom of Information and Protection of Privacy Act. Firms who wish to ensure particular parts of their proposal are protected from disclosure under this Act must specifically identify any information or records provided with their proposal that:

- Constitute trade secrets;
- Are supplied in confidence; and
- The release of which could significantly harm their competitive position.

Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties.

18. LAW

This RFP, the proponent's submitted proposal and any resultant award shall be governed by and construed in accordance with the laws of the Province of Alberta, Canada, which shall be deemed the proper law hereof.

- END -