



MUNICIPAL DISTRICT OF FOOTHILLS NO. 31

309 Macleod Trail, Box 5605

High River, Alberta T1V 1M7

Telephone: (403) 652-2341 Fax: (403) 652-7880

www.mdfoothills.com

Request for Proposal (RFP)

Consulting Services to Review and Ensure Compliance of Current Safety, Transportation and Environmental Programs

Issuance Date: December 10, 2018

Responses Due: January 11, 2019

INTRODUCTION

The Municipal District of Foothills No. 31 (MD) is a rural municipality located adjacent to and immediately south of the City of Calgary. The MD covers an area of approximately 3,600 square kilometers in area, located in the foothills of southern Alberta. It surrounds the Towns of High River, Okotoks, Turner Valley and Black Diamond, the Village of Longview and the Eden Valley Indian Reserve.

The MD provides a number of services – directly or jointly with other municipalities – to the residents of the area. Examples of such services include general administration, road construction and maintenance, fire protection, bylaw enforcement, garbage disposal, planning and development, water services, etc. The MD employs between 200-275 employees, ranging from permanent, casual and seasonal. The current Safety Manual for the MD was last updated in 2017.

SECTION 1: SUBMISSIONS

In order to be considered in the selection process, interested parties shall submit a proposal no later than 3 pm on January 11, 2019. Submissions received after then will be returned to sender.

Proponents shall send proposals marked ‘Consulting Services to Review and Ensure Compliance of Current Health, Safety, Transportation & Environmental Programs’ to Christine Hummel, Director of Corporate Services at:

Mail/Courier/Drop off at:

M.D. of Foothills No. 31
309 Macleod Trail
Box 5605
High River, Alberta
T1V 1M7

Attn: Christine Hummel, Director of Corporate Services

Fax or e-mail submissions will not be accepted

Late submissions will not be accepted and will be returned unopened

Open RFP responses are the property of the Municipality and are not exposed to public for viewing.

The MD reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion. Proposals may be withdrawn by written notice only, provided such notice is received by the Director of Corporate Services prior to the date/time set as the closing time for receiving proposals.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the MD. It is the sole responsibility of the potential Proponent to check with the MD’s Website, to ensure that all available information has been received prior to submitting a bid.

No representation made by or on behalf of the MD in relation to this RFP or its subject matter is binding on the MD unless that representation is in writing and signed by an authorized officer or representative of the MD.

All expenses incurred in the preparation and submission in response to the RFP shall be borne by the proponent. The MD is not responsible for proposals that arrive late, are not properly marked, or which are delivered to any location other than those listed above.

Proposals not received and time-stamped by the aforementioned deadline in the aforementioned office will be rejected and returned unopened.

A submission in response to the RFP shall constitute acceptance by the proponent of the terms and conditions of the RFP.

No responsibility (including responsibility by reason of negligence) is assumed by the MD, their servants or advisers in respect of the contents or omissions from this RFP, or any other document or information concerning the MD provided by the MD to a proponent. Each proponent is advised to make its own independent enquiries concerning the MD and any other matters relevant to its response.

The proponent's failure to provide accurate information in response to this RFP shall disqualify the proponent from further participation in the selection process. A submission may be corrected, modified, or withdrawn, if the correction, modification, or request for withdrawal is made by the proponent in writing and is received by the MD prior to the date and time designated in the RFP for receipt of submissions. After such date and time, the proponent may not change any provision of its submission in a manner prejudicial to the interested of the MD or fair competition.

The decision as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP, shall be at the sole and absolute discretion of the MD. The MD further reserves the right to negotiate with the next preferred proponent in the event that the MD cannot successfully enter into an agreement with the first preferred proponent. The MD shall, prior to the award, determine the form, scope, cost and terms of the contract. The MD reserves the right to contact only the successful proponent.

Should the MD receive only one (1) qualified and duly executed response they reserve the right to cancel this proposal call and return the response to the proponent. The MD reserves the right not to accept a proposal response from any person, corporation or entity who, or which, has a claim or instituted a legal proceeding against the MD or against whom the MD has a claim or instituted a legal proceeding with respect to any previous contracts, bid submissions or business transactions who is listed as either the proposed vendor, general contractor, or sub-contractor within the submitted proposal.

OWNERSHIP OF THE RFP

All documentation submitted in response to this RFP shall become the property of the MD. By responding to this RFP the proponent accepts that they shall indemnify the MD from any claims arising out of breach of intellectual property (e.g. copyright, patents, licensing, etc.) relating to this RFP.

INSURANCE

The successful lead proponent will be required to provide evidence of Errors and Omissions insurance coverage in an amount of not less than two million dollars (\$2,000,000.00) in regards to this project. A certificate will be required within ten (10) calendar days of award.

SECTION 2: SUMMARY & BACKGROUND

The M.D. is seeking a qualified and experienced Safety Consultant to perform a full gap analysis on their current Health, Safety, Environment and Transportation programs. This will involve a full analysis against current Safety, Environmental and Transportation Acts, Regulations and Codes. Once the gap analysis is completed, liaising with the MD, the Consultant will be responsible for updating all required areas of the Safety, Environmental, Transportation and other relevant programs, including policy, procedures, processes, forms, manuals, safe operating procedures, etc. to ensure compliance of all programs reviewed. This will be followed by training and guidance to be provided to all levels of management to ensure that program elements are implemented and become current and continued practice.

Proposals should include the below however, as deficiencies are identified, they will also need to be included and addressed:

- Update of the Health & Safety Policy and Manual to ensure compliance with current OH&S regulations and AMHSA COR audit requirements.
- Update health & safety responsibilities for M.D. employees/supervisors/mgmt. in addition to external contractors (i.e. owners, self-employed, contractors, temporary staff, public, etc.).
- Competency checks – Current process to be evaluated for compliance, recommendations made and documented in Safety Manual/procedures. Training as required.
- Review of formal hazard assessment document for compliance. Revise form and provide direction/training as required.
- Alter Field Level Hazard Assessment forms to ensure compliance. Provide direction and training to management group
- Determine the number of health and safety committees and/or representatives required based on new legislation. Assist in process to ensure H&S Committee is compliant (i.e. workers vs. mgmt., etc.) and clear procedures, responsibilities, training requirements, etc. for committee is outlined.
- Current Safety Orientation for employees to be updated based on new legislation. Review of orientation process with suggestions. Orientation process for contractors and/or customer's needs to be reviewed, finalized and documented. Training as required.
- Process to assess competency of new hires and re-assigned workers. Formal and standardized record of training process finalized and documented.
- Ensure policy/process for reporting of near misses, occupational diseases and work refusals is documented and compliant.
- Work alone – ensure our current practice would be viewed as complaint and applicable for all geographical areas of the MD where employees may work alone.
- Prime contractor – work with MD mgmt. on determining who is prime and ensure assigning prime process and procedures are documented.
- Standard Operating Procedures (SOP) – work with business areas to finalize and complete their SOP's. Training on how to complete SOP, etc. as required.

PROJECT TIMELINE

RFP Issue Date	December 10, 2018
RFP Closing Date	January 11, 2019
Award of Contract	January 23, 2019

Questions/Responses

This project will be carried out under the direction of the MD. Clarification of terms and conditions of the proposal process or technical clarification shall be directed to:

Christine Hummel, Director of Corporate Services
M.D. of Foothills No. 31
309 Macleod Trail
High River, AB
T1V 1M7

Tel: 403-603-6233 Email: christine.hummel@mdfoothills.com

The MD assumes no responsibility or liability arising from information obtained in a manner other than as outlined in the RFP.

SECTION 3: RFP REQUIREMENTS

Proposal Submission Format & Content Requirements

Proposals will be evaluated and scored in accordance with this item and will consider mandatory requirements; proposal organization, clarity, content, presentation and format. Proposals will clearly indicate how the work will be carried out. Proposals will include name, address and telephone number of the proponent.

Mandatory Proposal Submission Response Requirements

Proponents must demonstrate the ability to meet the following mandatory requirements. Failure to comply may deem the Proposal to be non-responsive.

- a. A corporate profile of their company, outlining background, philosophy, experience and qualifications
- b. If additional staff will be used by the proponent to perform the work outlined in the RPF, a list of such individuals who will be assisting to work on this project, including what role they will take, together with their relevant experience and qualifications
- c. Detailed description of research to be conducted
- d. Proposed work plan that outlines the activities to be undertaken, provide the anticipated start and completion dates for the work, the duration of each task required to be completed, key milestones, etc.
- e. Three examples of relevant projects completed in the last 5 years by company
- f. Evidence of ability to provide minimum insurance coverage
- g. Three work related references that the MD can contact as part of the short listing process

Schedule of Costs

Proponents will provide a total project cost to be invoiced to the MD, should their RFP proposal be selected.

Proponents should provide:

- a) A fee for the service schedule, hourly costs for services and hours committed to for the project.
- b) Schedules and estimates for the other related disciplines the proponent feels are needed for this project.
- c) An estimate for disbursements and incidentals. Disbursements must be listed and a separate cost shown.
- d) A list of incidentals such as vehicle rates, computer rates, etc.

Omission in identifying an incidental item or other fees will be deemed as providing the service at nil charge.

A project schedule will be provided and an invoicing schedule will be based on the established milestones of the project. Invoices will reflect purchase order numbers and be supplemented with a brief expenditure report showing costs to date. An expenditure report must be attached to invoice for easy reference.

Proposal Evaluation

This RFP document is not intended to limit proponent’s submissions but rather to provide a framework for the MD to evaluate each, and determine which submission closely addressed the requirements as outlined. Proponents are encouraged to provide any additional information or innovative approaches not specifically outlined in this RFP. Proponents will provide any reasonable additional information upon request by the MD.

Based on the submissions, a short list of preferred candidates may be selected for an interview (if required) to explain their methodology, within the terms of reference. The interview will consist of approximately a 15 minute presentation by the proponent and a question and answer session. Presenters will be required to supply their own presentation equipment and materials.

Proposals will be evaluated based on all information provided by the proponents. Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFP. Failure to comply with the requirements outlined in the RFP may deem the proposal non-responsive. Proposals submitted in response to this solicitation shall be evaluated using the criteria listed below:

EVALUATION CRITERIA	AVAILABLE POINTS TO BE AWARDED
Clear understanding of the scope of work, identification of key issues and initiatives	40
Experience of proponent and their team	30
Total cost and value based on the project requirements, with itemized fee schedule for final project and direct staff/time/cost/task listing	30
Total Points	100
Interview (if required)	50
Grand Total Points	150

SECTION FOUR: SIGNATURE FORM

The final item of the proposal must include the following signature form:

The undersigned company represents and warrants that it is authorized to carry on business of this nature and that it is not prohibited by any law applicable in Alberta from performing this contract. The undersigned also acknowledges receipt and understanding of, and has taken into consideration all information presented in this RFP and agrees to be bound by its terms and conditions. The undersigned further confirms and agrees that the person whose name is set out below is fully authorized to represent the company and to bind it to this proposal and any contract awarded pursuant to it and in all matters relating to or arising out of the subject matter of this proposal.

Company Name

Name and Title

Mailing Address

City, Province and Postal Code

Email Address

Phone Number

Authorized Signing Officer

Date