

# MUNICIPAL WELL SCREEN CLEANING AND INSPECTION

RFP WOL003-2025

January 2025



A cultivated experience for the mind, body, and soil



## Request for Proposal Municipal Well Screen Cleaning and Inspection

The Town of Wolfville will be accepting proposals for the cleaning and inspection of each of the Town's two municipal wells. The work is expected to be completed by June 30, 2025

Proposals will be received until **14:00, local time, Thursday, February 6, 2025.**

**All proposals must be submitted electronically in a single PDF file, by email with the subject line reading "Submission for WOL003-2025 – MUNICIPAL WELL SCREEN CLEANING AND INSPECTION" sent to:**

Karen Outerleys at [kouterleys@wolfville.ca](mailto:kouterleys@wolfville.ca)

All inquiries related to this RFP (except scheduling of site visits) shall be addressed, in writing, to Alexander J. de Sousa, P.Eng. by email at [adesousa@wolfville.ca](mailto:adesousa@wolfville.ca). Information obtained from any other source is not official and is not binding upon the Town of Wolfville.

The lowest, or any proposal will not necessarily be accepted. The Town reserves the right to accept or reject any or all proposals. The Town further reserves the right to award the work in whole, or in part, to one or more parties.

**GENERAL INSTRUCTIONS AND INFORMATION**

- 1) All Primary Proposal Submission information shall be supplied on the forms provided in the RFP document.
- 2) When indicated, submit certificates of insurance that meet the following requirements:
  - a.) Town of Wolfville named as an additional insured;
  - b.) A minimum of \$5,000,000 coverage inclusive per occurrence for general commercial liability, incident, bodily injury, death, and damage to property;
  - c.) Policy to include a cross liability clause, waiver of subrogation, and include coverage for Tenant's legal liability and personal injury (where applicable);
  - d.) Errors & Omissions and/or relevant Professional Liability coverage for proposals to provide a professional service;
  - e.) Coverage/policies maintained for the duration of the work.
- 3) When indicated, the proposal submission must include the following documents:
  - a.) Completed Town of Wolfville Contractor Health & Safety Checklist, and acknowledgement that the proponent will adhere to all elements in the Town of Wolfville Contractor Health & Safety Requirements;
  - b.) a current WCB clearance letter;
  - c.) WCB safety accreditation or Certificate of Recognition from Construction Safety Association.
- 4) All submissions will be evaluated based on information contained in the completed documents received. All submissions must be dated and signed by the proponent, or a representative of the proponent having signing authority. Supplemental attachments to the completed proposal documents will only be reviewed and evaluated if indicated or requested in the RFP.
- 5) The Town of Wolfville considers that all proponents act in good faith and intend to supply services and/or equipment of the highest quality.
- 6) The Town of Wolfville will not accept any equipment or material that is inferior to, or substituted for specified products, unless otherwise approved by the Town.
- 7) This RFP is not intended to favour any particular equipment, manufacturer, contractor, or service provider. When particular equipment, manufacturers, or vendors are indeed specified, these specifications are made to suit the operational requirements of the Town.
- 8) The Town assumes all terms and conditions of the RFP are accepted by the proponent based on their signature on the submission. Any exceptions or exclusions to the scope of work required and specified in this document will not be considered binding unless agreed to by an addendum ahead of the submission deadline.
- 9) Consideration for award will be based on the following:
  - a.) The proposal meets the budgetary and scope requirements of the Town of Wolfville;
  - b.) The proposal meets or exceeds the "Specifications", where provided;
  - c.) All RFP forms are complete, and the proposal is approved by the issuing department.

- 10) The following may not be accepted or considered:
  - a.) Informal proposals, or proposals not in compliance with the terms of this RFP;
  - b.) Proposals arriving after the closing date/time;
  - c.) Corrections or additions to any submitted proposal unless initialed by the proponent, and received before the closing date/time.
- 11) Proposals are to be submitted electronically, in a single PDF file, by email with the subject line reading **“Submission for WOL003-2025 – MUNICIPAL WELL SCREEN CLEANING AND INSPECTION”** and are to be received no later than 14:00 on Thursday, February 6, 2025, by Karen Outerleys at kouterleys@wolfville.ca.
- 12) All information requested must be provided by the proponent. Submissions not containing the requested information may be deemed informal, and rejected or accepted at the Town of Wolfville’s discretion.
- 13) Any and all costs associated with preparing a submission to this RFP shall be the responsibility of the proponent submitting the proposal.
- 14) All materials submitted in response to this RFP, including any supporting documentation, shall become the property of the Town of Wolfville upon submission.
- 15) All prices are to be clearly indicated as part of the proposal, and shall be all inclusive of all labour, material, and equipment necessary to provide the scope of work requested.
- 16) The expected duration of the work following notice of award must be provided where indicated in the submission.
- 17) No part of the work scope shall be performed by any party except the proponent, unless authorized by the Town of Wolfville.
- 18) The General Conditions (GCs) of the CCDC 18-2001 Civil Works Contract and/or the most current version of the Standard Specification for Municipal Services published by the Joint Committee on Contract Documents may be referenced during the execution of this work.
- 19) The Town may consider adjustments to the proposal price by lump sum or unit price change order. To prepare change order pricing, the proponent shall adhere to the following:
  - a.) Maximum total markup for overhead and profit shall be:
    - i.) Ten percent (10%) for work performed by the contractor's own forces, unless hourly rates already appear to include allowances for overhead and profit, in which case rates will not be marked up further;
    - ii.) Five percent (5%) for work performed by an approved subcontractor;
    - iii.) Five percent (5%) for products provided by an external supplier.
  - b.) Upon request by the Town of Wolfville, the contractor shall prepare a detailed cost summary for proposed lump sum or unit price costs associated with the change which will include at minimum the following breakdown:
    - i.) Labour rates;
    - ii.) Equipment rates, including operators;
    - iii.) Supervisory staff rates;
    - iv.) Subcontractor/supplier invoices and other expense details (where applicable);

Price will be assessed by the Town of Wolfville based on the prevailing rates its locality.

- c.) All subcontractors and suppliers performing a part or parts of the work, or supplying labour and/or products (described in GC 3.9) required by the change, shall have a direct contract with the proponent, and upon request, produce a detailed cost summary and/or written proposals as described above.
  - d.) No compensation for extra work, product, expenses, construction equipment, or delays shall be allowed unless such extras are ordered in writing by the Town of Wolfville, and any associated delays are evaluated and approved by the same.
  - e.) While executing an approved change order, the proponent shall, each working day, report to the Town of Wolfville in writing and in full detail as described in 19 (b.), the amount and costs associated with carrying out such work on the preceding working day. No claim for compensation shall be considered or allowed unless such reports have been made. The Town of Wolfville shall not allow any compensation for the cost of repairs to construction equipment or in respect of construction equipment of any kind idle on the site except as directed and approved by the Town of Wolfville in writing.
  - f.) The price applicable to any work omitted from the scope defined in these proposal documents, which shall be deducted from the proposal price, will be mutually agreed upon by the proponent and the Town of Wolfville. The price will be assessed by the Town of Wolfville based on the prevailing rates in its locality.
- 20)** Proponents are required to familiarize themselves with the existing conditions at the project location. Site visits can be arranged by appointment with the Town's water utility staff through Karen Outerleys prior to closing, pending staff availability.
- 21)** Alternative methodologies will be considered; the objective being clean screens and adequate inspection information for condition assessment.
- 22)** The Proponent agrees to carry out the work outlined herein by the specified completion date. The preferred timing of the work to be done is specified below in the Information to Proponents section, however, proposals with differing timelines may still be considered if conditions allow. Proponents must allow for a minimum of one week of notice for contingency planning before beginning work.
- 23)** The Town of Wolfville may use all, parts of, or none of the submitted proposal in considering the merits of the submission, and reserves the right to award some or all of the scope to any proponent.
- 24)** The contingency allowance, if included, shall be reserved to cover any cost for extra work as requested by the Engineer which is not included in the Scope of Requirements. No payment will be made under this item unless authorized by Engineer. Any such expenditures under the contingency allowance shall be authorized in accordance sub-heading 19 herein.

## Project Scope

### **Purpose**

The Town of Wolfville is requesting proposals for the cleaning and inspection of each of the Town's two municipal supply wells. Work is expected to be carried out in May – June 2025, October 2025 if unable to finish. However the town may only proceed with the work on one well this fiscal year (depending on budget), deferring the other, on this same contract.

### **Background**

At present, the Town of Wolfville has two 300 mm diameter municipal wells which serve the domestic water needs of the Town's public water system. The wells are located at 14 Wickwire Ave, and 10 Cherry Lane.

Unlike most municipal water systems, the highest demand is typically experienced outside of the summer months, with usage patterns varying drastically when university students are in town attending school.

#### *Wickwire Well*

The Wickwire Well is the newer of the two, having been installed and commissioned in 2007. The wellhead is located on the property next to the driveway leading up to the wellhouse, with ample access for a crane and equipment. The well is thought to have #80 slot stainless steel screens installed between 33 to 39 m below ground surface. The riser is connected to the underground piping to the wellhouse with a pitless adapter. The pump is a Grundfos 1100S1500-4AA with a 150 hp Franklin 2391166204 motor (316 SS) mounted at 32 m below ground surface, installed in August, 2022.

#### *Cherry Lane Well*

The Cherry Lane Well is the older of the two, having been installed and commissioned in 1970. The well is thought to have #80 slot stainless steel screens set to 43 to 48 m below ground surface. The wellhead is located in the basement of the Cherry Lane Wellhouse, and is accessible with a crane when the rear (removable) section of the wellhouse is detached by our Public Works team. The riser piping was replaced and connected to a new custom pitless adapter assembly in November, 2022. The new assembly connects to transmission piping and related equipment in the basement of the wellhouse. The pump is a Grundfos 1100S1500-4AA, with a 150 hp Grundfos MMS8000 motor, mounted at ±27 m below ground surface, installed in November 2022.

## **Detailed Requirements**

The Town is seeking a qualified well contractor to carry out the following scope of work on each of the two municipal wells, one after the other, with timing dependent on the budget. The expected cleaning process, steps, and methodology are described in general below, however alternative and additional measures may be proposed by the Proponent as applicable, with the objective being clean screens and adequate inspection information for condition assessments.

### **Inspection & Cleaning**

- Remove and inspect the riser and pump/motor assembly;
- Perform a high-resolution camera inspection of the screens, determining the nature and characteristics of any blockage that may exist;
- Perform a step-drawdown test to establish a baseline flow prior to cleaning;
- Complete the cleaning of the screens using:
  - Downhole brushes;
  - Jetting;
  - Airlift development (surging) and flushing, repeated until clear within 30 seconds of surging – rods to be moved up and down the screen to ensure surging improves the full length of the formation outside the screens;
- Biofouling treatment (Provisional, if required based on initial camera inspection). To be carried out in addition to the above:
  - Injection of acid and polymer solution;
  - 24-hour contact time;
  - Pumping of acid back out to mobile storage tank;
  - Acid neutralization and discharge to sanitary sewer lift station;
  - Additional development, as described above.
- Final high-resolution camera inspection of the screens to confirm successful cleaning;
- Final step-drawdown test for post-cleaning flow comparison to baseline;
- Reinstatement and testing of pump assembly with Town of Wolfville Utility Operators;
- Final site cleanup

### **Deliverables**

- Summarize the results of the inspection into an electronic PDF report, with detailed photographs, descriptions of findings, and recommendations for future maintenance (where applicable):
  - Results of inspection of the pump/motor assembly;
  - Results of inspection of the screens prior to cleaning;
  - Baseline step-drawdown test results;
  - Detailed description of cleaning methodology used, development results, and treatment procedure;
  - Results of final inspection of screens after cleaning and treatment;
  - Final step-drawdown test results;
  - Confirmation of depths below ground surface of reinstated pump and piezometer.
- Digital copies of video inspection files on portable USB storage media for Town records and sharing with engineering consultants to inform future maintenance and projects.

## Information to Proponents

### 1) Primary Proposal Submission

The response to this RFP shall be submitted electronically as a single PDF file on the forms supplied, in accordance with the General Instructions and Information. Failure to submit the required information on this form may cause the submission to be deemed informal, and be grounds for disqualification.

#### a.) *Proposed Costs to Deliver Scope*

Complete the Lump Sum or Unit Costs in the areas indicated. Projects broken up by tasks or major components of the overall assignment shall be priced individually as indicated. Depending on timing or budgetary constraints, the Town may choose to proceed with some or all of the tasks indicated, or proceed with all tasks in stages in different fiscal years.

Lump sum or task/item pricing submitted shall be inclusive of all costs, duty, freight, and any other expenses required to complete the scope. Prices are to be quoted in Canadian dollars, exclusive of Harmonized Sales Tax (HST). As costs alone may not be the determining factor for award, the Town of Wolfville may negotiate a final offer with the selected proponent.

#### b.) *Schedule of Services*

Each proponent is to provide milestone schedule information for each task in the areas indicated. Duration (in days or weeks) for each task following notice of award, or specific dates shall be included in the Work Plan described below. This work is considered time-constrained, and the Town's required completion date has been provided. Proponents agree to complete the scope items by the date indicated when submitting a response to this RFP. The preferred timeframe for the work to be completed is the end of October 2025.

### 2) Supplementary Submissions

All supplemental materials are to be combined in a separate PDF file to accompany the Primary Proposal Submission PDF. All materials contained in the Supplementary Submission shall be preceded with a title or cover page that clearly indicates the submission date, the title of this RFP, and the information about the proponent (name, address, telephone number, and contact email address).

#### a.) *Work Plan and Contingency Measures*

Provide a detailed description of the work plan to execute the scope, including individual tasks, sequence, and estimated timing for each. Minimizing the downtime for each well is critical as there is little redundancy in the Town's water system. For contingency measures, describe actions that would be taken and the required time should an emergency require putting the well back in service on short notice.



b.) Proponent's Project Resources

Provide information about key project resources, including proponent contact information, the names of sub-consultants or sub-contractors, if any, and a list of all personnel who will be assigned to the project. One-page resumes for each of the identified key project resources may be submitted as part of this section.

c.) Qualifications, and Experience

The proponent is to demonstrate to the Town of Wolfville that they are qualified and capable of fulfilling the scope requirements defined in this RFP. Provide 3-4 references to similar projects, each with a contact name, email, and phone number for the owner or manager of the referenced project.

d.) Insurance, Health and Safety, and WCB

Provide WCB clearance/accreditation, and proof of coverage insurance for all categories specified in the General Instructions and Information, **except 2.d.** Proponent to complete the attached Town of Wolfville Health & Safety documentation.

### Evaluation Criteria and Award

Proposals will be evaluated on the basis of information provided by the proponent. Each proposal will be reviewed to determine if the proposal is compliant with the submission requirements outlined in the RFP. Failure to comply with these requirements may cause the submission to be deemed informal, and be grounds for disqualification.

Proposals will be evaluated generally based on the criteria presented below. Any other relevant information provided by the proponent in the Supplementary Submissions may also be used in the evaluation process. The Town of Wolfville reserves the right to confidentially prioritize and weigh the importance of factors contributing to the score of each of the following, and does not guarantee award to any proponent.

<i>Project Costs</i>	<b>30%</b>
<i>Work Plan and Available Resources</i>	<b>30%</b>
<i>Proponent Experience and Qualifications</i>	<b>30%</b>
<i>Start Date and Schedule of Completion</i>	<b>10%</b>

## PRIMARY PROPOSAL FORM

ITEM	DESCRIPTION	LUMP SUM PRICE
1a.	Complete inspection and cleaning (including deliverables) as described in the Detailed Requirements section of this RFP – <b>Wickwire Well</b>	\$
1b.	Complete inspection and cleaning (including deliverables) as described in the Detailed Requirements section of this RFP – <b>Cherry Lane Well</b>	\$
2a.	Biofouling Treatment, as described in the Detailed Requirements section of this RFP – <b>Wickwire Well</b> <span style="color: red;">[PROVISIONAL]</span>	\$
2b.	Biofouling Treatment, as described in the Detailed Requirements section of this RFP – <b>Cherry Lane Well</b> <span style="color: red;">[PROVISIONAL]</span>	\$
3.	Additional Mobilization to complete second well, if needed. <span style="color: red;">[PROVISIONAL]</span>	\$
4.	Contingency Allowance	\$ 10,000

*Optional additional services, suggestions, and/or methodologies may be proposed by the Proponent on a separate sheet(s) in the Supplementary Submissions.*

Subtotal	\$
HST (15%)	\$
<b>TOTAL PRICE</b>	<b>\$</b>

### Schedule of Services

*Anticipated award date: June 6, 2024*

**Anticipated Start Date:**

**Completion Deadline:**

*Schedule may be adjusted on based on available budget, as described in the Project Scope section.*

Company Name:			
Mailing Address:			
Contact and Title:			
Telephone Number:		Email Address:	

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<b>Signature</b>	<b>Print Name</b>	<b>Date</b>
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