



**City of Morden
Planning & Engineering**

Office: 133 7th Street, MB
Mailing: 100-195 Stephen Street,
Morden, MB, R6M 1V3

Request for Proposals

Water Distribution Network Model

January 21, 2015

1.1 Proposal Invitation

The City of Morden requests proposal for the development of a water distribution network model to provide the City with a planning and analysis tool for matters related to the water distribution system. The following are the parameters we expect you to include in your proposal and to assist you with pricing.

1.2 Provision & Use of City Information

The City has following background information on record and is available for your use for proposal preparation:

1. Associated Engineering WTP Reservoir Storage Technical Memo;
2. Dillon Report;
3. 1996 Flow Testing Results;
4. 2014 Utility Rate Study;
5. The City's water distribution network data is currently available in GIS format;
6. We have also started pressure monitoring at a various locations in the network. This information will be available as monitoring concludes at each location.

Please identify any addition data or information that you require in your proposal.

We will provide the information electronically and on your understanding and agreement that this information is the property of City of Morden, that you may not use it for any other purpose than the preparation of your proposal, that you may not provide copies to any party other than that necessary for preparation of your proposal, and that upon submission of your proposal you will completely erase all copies of the information provided by the City.

1.3 Distribution Model Purpose & Use

The City will use the model for both immediate purposes and long-term planning. Some of the uses we anticipate:

1. Evaluating and testing changes to system operation;
2. Future demand forecasting and analysis;
3. Identifying deficiencies in the existing system;
4. Evaluating development proposals;
5. Evaluating changes, additions, deletions to system.

You may suggest other uses that you believe will add value to the City. If you believe there is a service you can provide during the model preparation, you may also suggest that in your proposal; however, you should itemize this service as an addition to that required by this RFP to facilitate a more direct comparison with other proposals.

1.4 Modeling Software Proposal

The consultant may recommend a modeling package that it considers appropriate for the City's ongoing use. The City will be responsible for purchasing licenses, but please provide an estimate of the cost for one license with your proposal. Depending on the software package, it may be possible for the City to purchase the license for your use and then to transfer it to the City with the completed model.

The City's distribution system has approximately 650 mains, 305 hydrant connections, and 22 fire service connections (higher capacity connections to buildings with fire suppression systems).

Also provide the following details on the modeling package: means and ease of integration with ESRI GIS software; briefly discuss the model's use, setup, calibration and operation, and computation modeling basis; any other details relevant to your selection of the software package.

The price of the software is not part of your pricing structure; however, note that it may be a factor in the City's evaluation of the software.

1.5 Methodology

Describe how you intend to setup and calibrate the system model. After reviewing the information available, identify any gaps that require further explanation or data collection. The consultant will have access to the City's system wherever necessary to ensure that the model reflects the actual conditions and operation of the system, including to the City's facilities, infrastructure, and operations staff.

In addition, your methodology should include details regarding:

1. Transfer of the completed model to the City and commissioning of the model for the City's use (including training and troubleshooting);
2. Report describing the model's setup parameters, including any limitations on its use.

1.6 Deliverables

You may structure your proposal submission to suit your presentation, but please be sure to include at least the following:

1. Detailed methodology for the provision of the completed and calibrated model;
2. Description and supporting information for the recommended modeling software package;
3. Detailed data collection and information requirements;
4. Brief description of team's modeling experience;
5. Proposed pricing structure;

6. Schedule for completion, identifying where the City is responsible for providing information and how it will affect the schedule;
7. Any services or options that you believe will add value to your proposal are welcome but must remain separate to those specifically requested, including pricing for such additions.

1.7 Proposal Evaluation & Acceptance

The City will evaluate all proposals on the basis of the proposed methodology, proponent's experience, software proposal, and pricing structure.

By submitting a proposal you agree that:

1. The City is not bound to accept the lowest price, may accept any proposal as submitted in whole or in part, may negotiate additional terms with the selected proponent, or may not accept any proposals, at the City's discretion;
2. Your proposal and pricing structure are valid for 60 days from the submission deadline;
3. Upon acceptance of the successful proposal, the City and the successful proponent will enter into a contract for the completion of the project.

1.8 Proposal Submission & Clarification

Submit proposals as follows:

1. Addressed to the attention of Dave Haines, Planning & Engineering;
2. Format:
 - a. Electronic submissions are welcome. Submit to info@mordenmb.com & dhaines@mordenmb.com
 - b. Or, hard copy submitted to:
100-195 Stephen Street,
Morden
R6M 1V3
 - c. Or, both.
3. Deadline: **16:00, 11th February, 2015.**

You may direct all queries to:

Dave Haines, P. Eng.
204-822-2567
dhaines@mordenmb.com

At the City's discretion we may release addenda directly to proponents who register their intent to prepare a proposal. Please do so via phone or email as above.

----- End of RFP -----