



## City of Prince Albert Request for Proposal# 15/25

### Vessel Rehabilitation - WWTP

## 1 Objective(s)

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The City of Prince Albert is seeking a Bidder to perform Vessel Rehabilitation for the Prince Albert's Waste Water Treatment Plant (WWTP).

## 2 Instructions to Bidders

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Proposals must be received by **2:00pm, Saskatchewan Time, Friday, March 14, 2025.**

Your Proposal must be submitted in two (2) clearly marked files with Company Name and RFP number indicated in the title.

File "A" will contain your Cover Letter, Company Profile, Project Team, Company Experience, Proposed Scope of Work | Project Approach, References.

File "B" will contain pricing being offered and all financial considerations.

The two (2) files must be submitted through the VendorPanel software.

File "A" will be opened by the Purchasing Department.

File "B" with File "A" will be forwarded to the selection committee for evaluation.

**Proposals must be received through the VendorPanel Software. Proposals received by email or fax will not be accepted.**

## 3 Inquiries

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Inquiries, interpretations, and questions regarding this Request for Proposal (RFP) are to be directed through the VendorPanel software.

## 4 RFP Process

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Request for Proposals received by the Purchasing Department **after 2:00pm, Saskatchewan Time, Friday, March 14, 2025** will not be considered.

Upon closing, the City of Prince Albert will review all proposals for completeness and compliance to the requirements of this Request for Proposal (RFP).

## 5 Schedule

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Below is an outline of Request for Proposal (RFP) milestones:

**RFP Release Date:** Friday, February 27, 2025.

**RFP Closing Date:** Friday, March 14, 2025.

**Approval by City Council:** Monday, April 7th, 2025.

**Intention to Award Agreement:** Friday, April 11th, 2025.

## 6 Background

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The North Primary Clarifier at the City of Prince Albert's Waste Water Treatment Plant (WWTP) requires rehabilitation. This rehabilitation will be sandblasting and re-coating of the Vessel as per the Scope of Work in Section 7.1.

## 7 Responsibilities | Scope of Work

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### 7.1 Scope of Work

#### 1. Project Overview:

The project involves the surface preparation (sandblasting) and recoating of the vessel shown in the drawings posted on VendorPanel along with this RFP and Bid Page. The goal is to remove existing coatings, rust, and contaminants to restore the vessel to optimal operational condition and extend its lifespan. All work will be performed in compliance with safety and environmental standards applicable to wastewater treatment facilities.

#### 2. Work Description:

##### a. Site Preparation:

- Secure the work area within the wastewater treatment plant to prevent unauthorized access and protect adjacent equipment.
- Install containment systems to control debris, dust, and overspray, ensuring no contamination enters the treatment process.
- Protect all nearby instrumentation, piping, and sensitive equipment.
- Implement odor and fume control measures to prevent disruption to plant operations.

##### b. Surface Preparation (Sandblasting):

- Inspect the vessel's surface for contaminants, rust, and old coatings.
- Use abrasive blasting to achieve a near-white metal finish (SSPC-SP 10/NACE No. 2).
- Ensure containment systems prevent debris from entering treatment processes or sensitive plant areas.
- Conduct a post-blasting inspection to confirm surface preparation standards have been met.
- Specific areas to be sandblasted:
  - Rake / counter weight

- Center Rake Driveshaft Structure
- Center Feed well and cone
- Bridge and handrails
- Baffle Walls Both Sides
- Exterior Diffuser Ring (Baffle) and supports off Concrete Overflow Box
- Baffle Ring (Diffuser) - outer perimeter

**c. Recoating:**

- Apply a primer coat compatible with the vessel's operational environment, following specifications that have been provided.
- Apply intermediate and top coats as specified
- Adhere to manufacturer-recommended curing times between coats.
- Measure dry film thickness (DFT) after each coat to ensure compliance with specifications.
- Final inspection to confirm coating integrity, adhesion, and thickness.

**3. Safety Requirements:**

**a. General Safety:**

- Adhere to Occupational Safety and Health Administration (OSHA) standards and Canadian Centre for Occupational Health and Safety (CCOHS) guidelines.
- Conduct daily safety briefings and toolbox talks prior to work commencement.
- All workers must wear appropriate Personal Protective Equipment (PPE), including respirators, face shields, gloves, and protective suits.

**b. Confined Space Entry:**

- Follow OSHA 29 CFR 1910.146 and Canadian regulations for confined space entry, if applicable.
- Ensure continuous atmospheric monitoring for hazardous gases (e.g., methane, hydrogen sulfide, ammonia).
- Use a permit-to-work system, ensuring authorized personnel are trained for confined space activities.
- Maintain continuous communication with standby personnel.

**c. Wastewater Plant-Specific Safety:**

- Implement odor control and ensure no disruption to plant processes.
- Prevent any abrasive materials or coating residues from entering the wastewater stream.
- Follow protocols for handling hazardous chemicals and ensure spill containment measures are in place.
- Be aware of and mitigate risks related to biological hazards common in wastewater treatment plants.

**d. Environmental Protection:**

- Follow Environmental Protection Agency (EPA) and local environmental regulations.
- Properly dispose of all blasting media, paint residues, and waste materials according to hazardous waste guidelines.
- Utilize containment systems to prevent contamination of soil and water.

#### 4. Construction Schedule:

A detailed construction schedule must be developed and submitted prior to mobilization, including:

- **Project Milestones:**
  - Mobilization and site setup.
  - Surface preparation start and completion dates.
  - Coating application schedule (primer, intermediate, and topcoat).
  - Inspection and quality control checks.
  - Demobilization and site cleanup.
- **Coordination with Plant Operations:**
  - Align the schedule to avoid interference with critical plant operations.
  - Include contingency time for unforeseen delays (weather, equipment issues).
- **Reporting:**
  - Weekly progress updates to the client's project team.
  - Immediate reporting of any deviations from the schedule.

#### 5. Quality Control and Inspection:

- Conduct pre-blast and post-blast surface inspections.
- Perform adhesion testing and dry film thickness (DFT) measurements.
- Document all inspection and testing results.
- Provide a final completion report, including before-and-after photos.

#### 6. Deliverables:

- Safety plan specific to the wastewater treatment plant environment.
- Construction schedule with detailed timeline and milestones.
- Inspection and testing reports for each phase.
- Waste disposal documentation for abrasive materials and paint residues.
- Final completion report with photo documentation.
- **Scaffold / Man Lift Allowance** included for access to elevated areas.

### 7.2 Experience

- It is important that the successful Bidder has established experience and the staff available to carry out the requirements of the Request for Proposal (RFP) within the given timeframe. The successful Bidder must be able to demonstrate their ability to provide deliverable requirements.

The successful Bidder must be able to meet and prove the following qualifications:

- All businesses operating or providing services within the corporate boundaries of the City of Prince Albert must have a valid City of Prince Albert Business License. The Business License must be issued before operations begin. For more information regarding business licensing, please contact the Economic Development Coordinator in Planning & Development Services at 306-953-4384;
- All businesses will be required to comply with the City's safety program <http://citypa.ca/City-Hall/Policies/Occupational-Health-and-Safety-Policy>. If the Business has a safety program that exceeds the City's program they will be allowed

to follow their program as it is a higher standard. Any safety program questions can be directed to the Coordinator Health Safety & Environment;

- Must be in good standing with Workers' Compensation Board (WCB);
- Must meet all legislated requirements for the *Scope of Work* being undertaken (i.e. Occupational Health and Safety, Environment, etc.); and,
- Have comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars (\$5,000,000.00).

## 8 Proposal Response Guidelines

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To ensure your Proposal is considered for evaluation you are required to submit via VendorPanel two (2) files as outlined below.

### 8.1 File "A"

#### Cover Letter

A cover letter, dated and signed by an official authorized to negotiate and make commitments and provide any clarifications with respect to the Proposal on behalf of the Bidder. The cover letter should include an understanding of the RFP, and any indication of deviations or exceptions to the information outlined in this RFP document, including *Schedule* milestones.

#### Company Profile

A brief company profile indicating time in business, location of business, number of employees, type of business, and key contact person. Include a description of any relevant experience undertaking similar projects.

#### Project Team

Indicate who will be assigned to the project and include a brief description of their relevant experience and education. Include any sub-contractors, if applicable, and their role in the project.

#### References

Provide three (3) relevant references. References from current City of Prince Albert employees will not be considered.

The successful Bidder must also provide a copy of their valid City of Prince Albert Business License, a letter of good standing from WCB, and proof of comprehensive General Liability Insurance coverage including Public Liability Insurance in a minimum amount of five million dollars (\$5,000,000.00). If a Bidder does not currently have the requirements listed above, they must include, within the *Proposed Scope of Work*, their intention to purchase the Business License, insurance, and other coverage, before commencing any work for the City

of Prince Albert. If a Bidder is unable to get the required WCB coverage (i.e. WCB for self-employed Bidder) than the costs of the coverage through the City will be taken from the Total Proposed Bid Price. Proof/copies of these requirements must be submitted to the City before the start of testing. In the event the successful Bidder fails to provide proof/copies of required qualifications, the City of Prince Albert reserves the right to cancel the Request for Proposal or award the project to another Bidder.

## 8.2 File “B”

### Costs and Charges

Submit the attached RFP Bid Form including all project costs in File “B”.

## 9 Evaluation

The RFP Evaluation Committee will evaluate each Proposal for completeness based on the following scale:

	Maximum Points
Relevant experience and knowledge	15
Demonstrated ability to meet all RFP requirements and qualifications, and City expectations, as outlined in the RFP document.	15
Ability to meet <i>Schedule</i> milestones and completion dates.	10
References	10
Cost	50
<b>Total Points</b>	<b>100</b>

## 10 Terms and Conditions

1. The Request for Proposal (RFP) provides for the **Receipt of Vessel Rehabilitation - WWTP** standard features included in the pricing. Separate pricing for all optional features listed must be provided in accordance with the Terms and Conditions of this Request for Proposal.
2. Financial considerations, including fees and pricing, must be submitted in File “B”. However, in extenuating circumstances Proposals will be received via email submission. Only the Purchasing Manager or their Appointee may approve and accept the email submission. All unit prices must be clearly indicated.

The Proposal must not be restricted by any statement added or by a covering letter. Adjustments to a Proposal already submitted will not be considered.

The Proposal must be signed in the space provided on the *Bid Form* with the signature of a signing officer of the Proposal. If a joint Proposal is submitted, it must be signed and addressed on behalf of the Bidder.

3. Prices quoted are to be net prices and are to remain firm during the effective dates of this Request for Proposal. All pricing provided to be quoted in **Canadian Funds** inclusive of all applicable taxes, duties and fees at the time of closing, where applicable and shall be F.O.B. any point in the City of Prince Albert.
4. The City of Prince Albert reserves the right to accept all or part of this Proposal.
5. The City of Prince Albert reserves the right to cancel any order or Proposal if the goods or services are unsatisfactory.
6. The obligations and rights of the Bidder shall be those expressed herein. No terms, either implied or verbally expressed shall affect, restrict, or in any way vary the written Terms and Conditions of this RFP. Not to limit the generality of the foregoing, no terms may be implied by virtue of custom or usage.
7. The rights of the parties shall be governed by and the contractual terms shall be interpreted in accordance with the laws of the Province of Saskatchewan.
8. Any Bidders not responding to this RFP may be removed from the Bidder's list only for the specific product/service covered in this RFP.
9. With respect to Tendering or Bids, Request for Proposals and Multi-year Contracts, in all cases where it does not contravene Federal or Provincial Legislation governing the City, the City reserves the right to refuse any or all Tenders, Bids or Proposals where the City deems it to be in the best interest of the City to do so having regard, but not limited to questions of quality, supply and service, timelines, performance trustworthiness, solvency, monies owing or due to the City and the existence or potential of legal disputes or conflicts with the City of Prince Albert.
10. The City of Prince Albert is governed by *The Cities Act* and designated as a Local Authority pursuant to *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*. Therefore, all information collected during the *Request for Proposal* process, including executed Contracts and Agreements may be subject to inspection through a Freedom of Information and Access Request in accordance with those regulations.

Section 91(1)(a) of the Cities Act states the following:

***“91(1) Any person is entitled at any time during regular business hours to inspect and obtain copies of:***

***(a) Any contract approved by the council, any bylaw or resolution and any account paid by the Council relating to the City”***

11. The Proposal shall be open and irrevocable for forty-five (45) calendar days from the Proposal closing time and date.
12. The City of Prince Albert reserves the right to delete any portion of the work from the Agreement should it be deemed in the interest of the City to do so.
13. Any Proposal is not necessarily accepted.
14. The City reserves the right to give preference to the Bidder whose Proposal includes any material, specifications, or methods of execution that are deemed by the City of Prince Albert to be superior to those of any other Bidder.
15. City determination of the successful Proposal shall be final.
16. The conditions outlined herein shall be part of the RFP.
17. The City of Prince Albert publishes Proposal opportunities on Sasktenders. Once awarded after the closing time and date the published opportunity will be updated.
18. Should a dispute arise from the Terms and Conditions of this RFP regarding meaning, intent or ambiguity, the decision of the City of Prince Albert shall be final.





**City of Prince Albert  
RFP Bid Form  
RFP 15/25**

Date: **February 27, 2025**

**Description: Vessel Rehabilitation WWTP**

Tenders will be received until **2:00pm, Saskatchewan Time, Friday, March 14, 2025** as to contents at the Purchasing Department. **All unit pricing shall be F.O.B. Prince Albert, SK.**

Quantity	Description		Total Cost
1	<p><b>Rehabilitation of the City of Prince Albert's North Primary Clarifier at the Waste Water Treatment Plant (WWTP) as per the requirements of this RFP.</b></p> <p><b>Note: The City of Prince Albert's Timeline for this Project is starting the last week of May, 2025 and completed by August 30<sup>th</sup>, 2025.</b></p>		\$ _____

State Delivery \_\_\_\_\_ days. (after Receipt of Order)

Sub-Total

GST (5%)

PST (6%)

**Grand  
Total**

**NOTE: Bids via Email or Fax will not be accepted.**

**Conditions of the Tender:**

- ♦ Delivery time (ARO) must be stated in the space provided.
- ♦ Any goods or services found to be defective or fail to meet the specifications herein, by reason of poor material or workmanship will be replaced at NO CHARGE.
- ♦ The City of Prince Albert reserves the right to accept or reject all or any part of this Tender.
- ♦ The Tender prices shall be open and irrevocable for forty-five (45) calendar days from the Tender closing time and date.
- ♦ Unit prices must be extended and totaled accordingly.
- ♦ All pricing provided to be quoted in **Canadian Funds** inclusive of all applicable taxes, duties and fees at the time of closing, where applicable.
- ♦ Any Tender is not necessarily accepted.
- ♦ The City reserves the right to give preference to the Bidder whose Tender includes any material, specifications or methods of execution that are deemed by the City to be superior to those of the low bidder.

Full Name of Company (please print)

Address

City

Province

Postal Code

Name and Title (please print)

Signature of Authorized Officer

Date: (mm/dd/year)

Phone

Email