

REQUEST FOR PROPOSALS

RFP-TOO-18-03

OXFORD SINKHOLE

TOWN OF OXFORD
104 LOWER MAIN STREET
PO BOX 338
OXFORD, NS B0M 1P0

September 15, 2018

INTRODUCTION

The Town of Oxford is inviting proposals for a geophysical investigation into a newly developed sinkhole in the Lion's Parkland of Oxford, Nova Scotia.

This Request for Proposal (RFP) and supporting documents supplied with it define both the form and content required of your proposal. We urge you to structure your response in accordance with the terms of this RFP. It will be by these criteria that we will determine whether a Proposal is complete, appropriate and competitive. **Proposals that do not conform to these terms and conditions may be given lesser weight than others, or may be rejected.**

This document is not intended to limit the content of your Proposal, but rather, to provide a common framework for the Town to assess each Proposal in a professional manner in a demonstrably fair process. You may provide unsolicited information if you consider it to be relevant.

Proposal packages may be subject to disclosure under the Province's "freedom of information" legislation. By submitting a Proposal, the Proponent agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. The Town cannot guarantee the confidentiality of the complete content of any Proposal after the procurement has been awarded to the successful Proponent.

SECTION 1 - TERMS AND CONDITIONS

SUBMISSION OF PROPOSALS

1. Completed vendor proposals and other correspondence should be submitted to:

**TOWN OF OXFORD
105 LOWER MAIN STREET
PO BOX 338
OXFORD, NS
B0M 1P0
E-mail: cao@town.oxford.ns.ca**

**ATTENTION: Rachel Jones
Chief Administrative Officer**

Any proposals submitted by fax or telephone will not be accepted under any circumstances.

2. Proposals must be submitted via e-mail in PDF format (subject line: Oxford Sinkhole Geophysical Survey) or in a sealed envelope clearly marked **“Oxford Sinkhole Geophysical Survey”**.
3. For hard copy proposals, please provide **two (2) paper copies** of your proposal and one electronic copy.
4. **Closing Time and Date:**

Proposals are due and will not be accepted any later than **4:00 pm local time on Wednesday, September 19, 2018**.

5. Late proposals will not be accepted and will be returned unopened.
6. Proposals must be submitted on firm letterhead duly signed by an authorized person.
7. Proposals will be opened on **Wednesday, September 19, 2018** at the Oxford Town Hall, 105 Lower Main Street, Oxford, NS, immediately following closing at 4:00 pm local time. The opening of proposals at that time is to publicly record receipt of them. Details of the submissions will not be publicly disclosed at that time.
8. **Terms and Conditions**

The terms and conditions of the **“Oxford Sinkhole Geophysical Survey”** proposal submitted by you are to remain firm and irrevocable from the proposed closing date of **Wednesday, September 19, 2018, for a period of 60 days** and, if you receive our letter of acceptance, become part of the contract with the Town, expiring at the completion of the **“Oxford Sinkhole Geophysical Survey”**. This time period for review and acceptance is necessary to permit Municipal Council review and approval of the proposal and associated cost.

9. **Timing for Selection**

Due to the urgency of the work to be completed, it is anticipated that the successful Proposal will be selected and the submitter notified no later than **Friday September 21, 2018**, the same day, notice shall be sent to all other submitters notifying them that their Proposals have not been selected.

10. It is mandatory to complete **Section 3 - PROPOSAL REQUIREMENTS**.

PROPOSAL REGULATIONS

11. Submission of a Proposal indicates acceptance by the submitter of all of the conditions contained in this RFP unless otherwise clearly and specifically noted in the Proposal submitted.

12. Right to Reject

The Town of Oxford reserves the right, without prejudice,

- to accept any Proposal,
- to reject any or all Proposals,
- to not be obligated to accept the lowest Proposal,
- to accept any Proposal that it considers to be in its best interests.
- to waive formality, informality or technicality in any Proposal.
- to reject any proposal that it feels incapable of providing the necessary resources to perform the work in a satisfactory manner.

Proponents may be required to demonstrate financial stability, authorization to provide the services being acquired, and/or regulatory agency approval or registration as needed or otherwise clarify the Proponent's capability to satisfy the invitation requirements.

Acceptance is subject to the approval of the Town of Oxford's Council.

13. No adjustments will be allowed to any submitted Proposals. Proposals, may however, be withdrawn by written request prior to the proposal submission closing date and time.

14. Late proposals will be rejected.

15. The submitter must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.

16. Proposals not completed in permanent, unalterable form of print will be rejected.

17. The Town of Oxford shall pay no fee to any firm for the preparation and delivery of its Proposal in response to the Town's RFP. The Municipality will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of data/information collection, the submission of any proposal, or due to the Town not accepting or rejecting any proposal.

18. In case of any disputes over the completeness, accuracy and/or interpretation of this RFP, the versions of such documents held by the Town will be considered correct. Information, offers, commitments or instruction obtained by any source other than the Town of Oxford will not be binding on the Town.
19. All data, reports and study derivatives generated for the purposes of fulfillment of the accepted contract of services will remain the property of the Town of Oxford.
20. Inquiries pertaining to process regarding this request for proposals can be directed to:

Rachel Jones
Chief Administrative Officer
Oxford Town Hall
Phone: 902-447-2130
cao@town.oxford.ns.ca

Technical inquiries can be directed to:

Amy Tizzard, P. Geo.
Nova Scotia Department of Energy and Mines
902-774-1411
Amy.tizzard@novascotia.ca

Enquiries and responses given may be recorded and may be distributed to all other Proponents as an Addendum. No responses shall be binding on the Town unless made in writing. All enquiries regarding the interpretation of these Terms and Conditions, general procurement policy or procedures must be made to the Town.

BACKGROUND

The sinkhole was first observed on July 28, 2018 and described as an opening approximately the size of a “gopher hole” and slowly grew over the following weeks. On August 20, 2018, the sinkhole underwent a sudden collapse and rapidly grew in both depth and diameter to approximately 10 meters in width with actively flowing water at the bottom (~10 meters deep) as well as seeping through the side-walls. The sinkhole continued to expand, swallowing several large trees, to its current dimensions of approximately 39 x 33 meters. The present depth of the sinkhole is unknown, however the water level has risen to approximately 1 – 2.5 meters below the rim, and is less turbulent than when the sinkhole initially developed. Material continues to erode along the margins of the sinkhole daily, and propagation cracks continue to increase in both width and depth up to 11.5 meters away.

The region is underlain by the Windsor Group formation, which is comprised of interstratified red beds, evaporites and carbonate rocks that are prone to the development of sinkholes. Gypsum and salt have been documented in the area, however, no bedrock is visible at the sinkhole due

to a thick succession of sand. Karst topography has been identified to the west of the Lion’s Parkland where numerous sinkholes are either ponded or dry with mature vegetation in and around the depressions. Exploration company seismic data indicate the exposed Windsor strata in this area occur along the crest of a salt diapir. Drilling in the area by companies exploring for potash, salt and petroleum cored both salt and gypsum.

SCOPE

The Lion’s Parkland is closed to the public due to safety concerns around the developing sinkhole. In addition to two major businesses, the Parkland is adjacent to several critical infrastructure to the Town of Oxford including the only power supply line to the town, and Highway 321, the primary access route to the town from the TransCanada Highway. Due to the continued development of the sinkhole, it is necessary to collect information on the extent of the underground cavern system to help determine the degree of risk to citizens, businesses, critical infrastructure and emergency responders in the area. To help accomplish the risk assessment, a phased approach will be applied (subject to change):

Phase 1 – Geophysical surveying

Phase 2 – Geotechnical testing

Phase 3 – Remediation/stabilization

Phase 4 – Ongoing monitoring

This RFP is in reference to **Phase 1 – Geophysical surveying** only. We invite interested parties to submit a proposal to determine and report upon:

1. the underground extent of the active sinkhole; and,
2. the presence or absence of additional fractures, fissures, voids or caverns in the areas of interest.

Please structure proposal using the three areas of interest shown on the map below (AOI polygon can be provided upon request). In order to help better scope a proposal, a supervised site visit can be arranged. Preliminary results of water from the sinkhole and Salt Lake are as follows (August 28, 2018):

Water Body	Temperature (°C)	pH	Specific Conductance (µS/cm)
Sinkhole	21.3	7.94	3,580
Salt Lake	25.7°C	8.49	3,970

Due to the threat to public safety and critical infrastructure, proposals must be received by the deadline of 4 pm on Wednesday, September 19, 2018. Proposals must include a timeline for final deliverables and contractors must also provide proof of insurance.

SECTION 3 – PROPOSAL REQUIREMENTS

Please provide the information requested below in the proposal submission. Please be brief and concise in your response.

1. The Consulting Team and References

- Provide a general description of your firm.
- Indicate the consulting team to be assigned to the work including the names of any sub-contractors or partners that would be utilized.
- Detail the extent of the team's relevant experience.
- Please list your major clients and references that would relate to this project.
- Provide proof of insurance for the proposed work.

2. Methodology and Approach

- Outline the methodology and approach to this study and the general steps in the review process.
- Explain how you would plan to produce each of the key deliverables in the study.

3. Project Work Plan and Schedule

- Provide a detailed plan for conducting the study, with a schedule that provides reporting dates, keeping in mind the risk to public and private infrastructure and the need for a short timeframe for completion.
- Identify any key progress meetings or conference calls required during the study process.
- Identify activities by consultant and time spent on each major component of the work plan.
- The proposed work schedule shall include the following milestones:

Identify the homes, businesses and infrastructure at risk

Identify options to mitigate risk

Detail cost of each option

Recommendation and rationale for preferred option

4. Project Fees

The proposal should provide a breakdown of consulting fees and estimated expenses that will conform to the Work Plan. In addition, please provide any specific invoicing conditions or requirements that impact the overall costing for the study.

5. Evaluation Criteria

Each response to this Request for Proposal will be evaluated by the Town to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposal, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered are as follows:

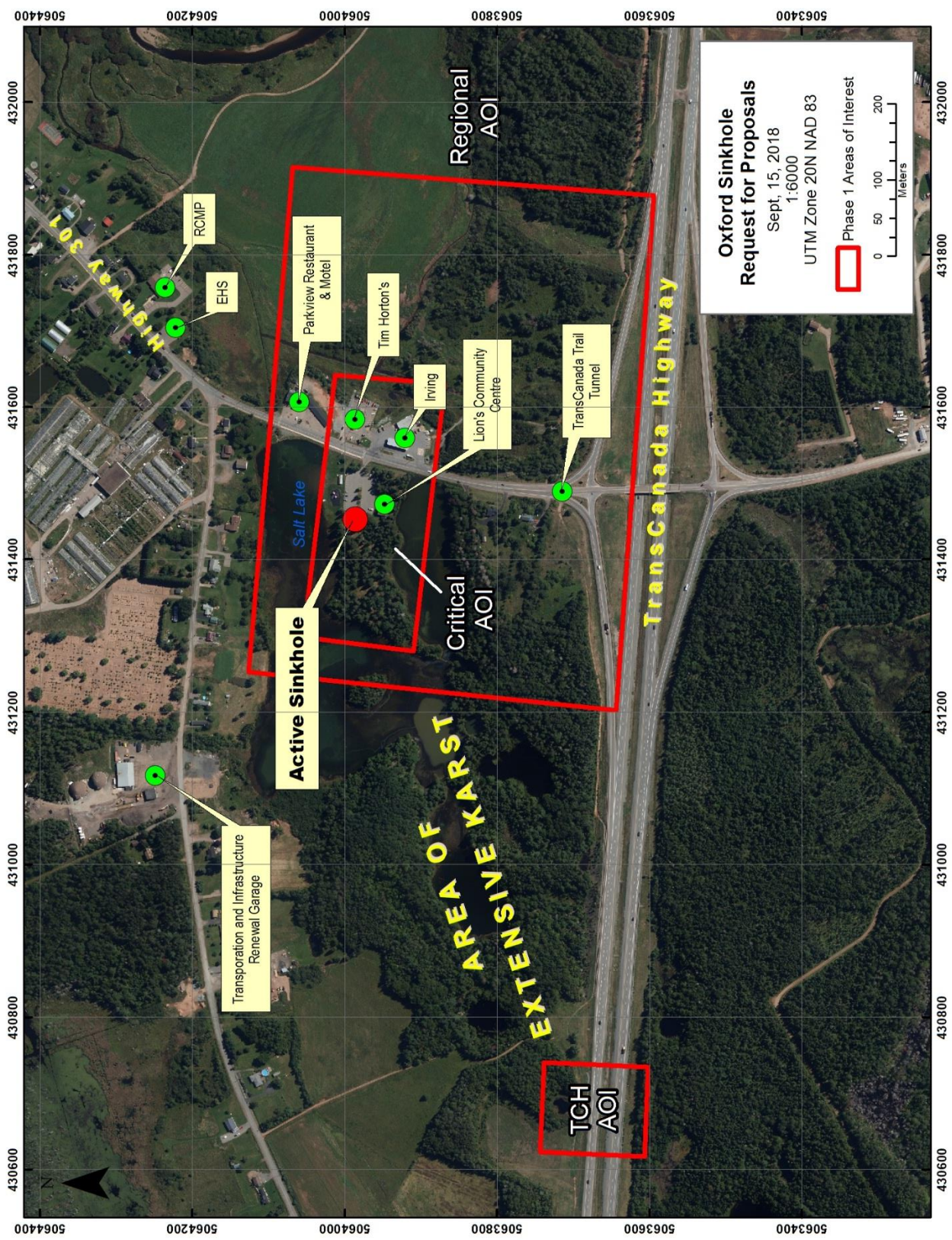
<u>Criteria</u>	<u>Weighting</u>
Qualifications, References of the Consulting team	10%
Methodology and Approach	40%
Work Plan and Schedule	25%
Cost	25%

6. Termination

In the event that the Respondent fails to comply with any of the terms and conditions set forth in this document, the Respondent will be notified in writing and will be given fifteen days to comply with the violated sections. At the expiration of the stated period of time, if the Respondent has not complied with same, to the satisfaction of the Town, the Contract will be terminated. Any termination of the contract by the Town as aforesaid shall be without prejudice to any other rights or remedies the Town may have.

7. General

Provide any other information and/or comments which you feel are appropriate for the Town to consider in making its decision.



August 22, 2018



Sept. 11, 2018



