

# **Request for Proposal**

## **Lac La Biche County**

**Drainage Coordinator**



### **Proposal Closing Date and Time:**

Proposals must be received by  
Thursday, March 28, 2024  
at 2:00 p.m. (MST), local time.

### **Contact:**

Jon Skjersven, Manager of Utilities Services  
[jon.skjersven@laclabichedcounty.com](mailto:jon.skjersven@laclabichedcounty.com)

## **Invitation**

Lac La Biche County (hereinafter referred to as the County) is soliciting one experienced contractor to take on the responsibilities to engage in a contract for the 2024 season to assist in coordinating the maintenance and repairs of all of Lac La Biche County's above ground and below ground drainage County infrastructure (the project). The objective is to provide full-time support to the county from April 15, 2024 to November 15, 2024.

## **INSTRUCTIONS**

### **Submission**

Proposals should be clearly marked with the proponent's name and address. Electronic submissions, no more than 30 MB in size will be addressed to the following:

**Lac La Biche County**

**ATTN: Jon Skjersven, Manager of Utilities Services**

**Email: [jon.skjersven@laclabichcounty.com](mailto:jon.skjersven@laclabichcounty.com)**

Proposals should be received on or before the following closing time:

**CLOSING TIME: 2:00 p.m. MST**

**CLOSING DATE: Thursday, March 28, 2024**

It is the responsibility of the proponent to ensure a proposal has been received at the above email address by the indicated closing time. A proponent wishing to make changes to their proposal after submission but prior to the closing time may do so by submitting the revisions by email at [jon.skjersven@laclabichcounty.com](mailto:jon.skjersven@laclabichcounty.com). Proposals received after the closing time will not be accepted or considered.

Contractors looking to submit a proposal are required to include the following:

- Person(s) who will be dedicated to this service.
- An assessment and breakdown of all costs associated to this work including hourly rates, day rates, vehicle, and equipment costs.
- The Contractor is to identify their methodology and work plan to complete the work efficiently as per the purpose, duties, responsibilities listed below.
- Proof of liability insurance (copy included).
- WCB certification (copy included).

## **DESCRIPTION**

**Job Title:** Drainage Coordinator

**Reports to:** Manager of Utilities

**Department:** Utilities Services

### **Purpose**

Under the direction of the Utilities Manager, Coordinate the maintenance and repairs of all of Lac La Biche County's above ground and below ground drainage. This includes ditches, culverts, and storm water collection systems. Mitigate drainage problems by restoring, maintaining, and improving constructed and natural stormwater and drainage systems. Develop an integrated approach to surface water management and help ensure compliance with local, provincial, and federal regulatory mandates.

### **Duties& Responsibilities**

- Inspect culverts for condition and prioritize replacement.
- Inspect storm water collection system for condition and prioritize replacement/repair.
- Ensure all reports and applications are submitted to the appropriate agencies regarding government regulations requirements.
- Respond to emergencies and acting to control flooding in a manner that is safe for self and public and to minimize environmental impact.
- Respond to customer inquiries regarding drainage and create remediation plan.
- Coordinate and supervise contractors to clear culvert blockages.
- Assist Manager in creating and implementing ditch grading program.
- Assist Manager in creating and implementing culvert replacement program
- Assist manager in creating and implementing Beaver control program.

### **Qualifications**

- Post secondary education related to construction, drainage or related field would be preferred. A combination of education and experience may be considered.
- Supervisory experience in a relevant field is required
- General road building experience would be an asset.
- Experience with municipal storm water systems and regulatory requirements is preferred.

## **Knowledge**

- Knowledge of gas and diesel powered equipment used in the repair, installation, and maintenance of municipal drainage systems.
- Knowledge of the materials, equipment, procedures and practices used in a municipal drainage system.
- Knowledge of policies and procedures used in the construction, repair, and maintenance of municipal infrastructure.
- Knowledge of provincial and federal regulations regarding drainage.

## **Skills& Abilities:**

- Good interpersonal skills, to be able to understand and communicate verbally and in writing.
- Ability to establish and maintain effective working relationships with the County, and the public.
- An aptitude for planning and organizing work in a timely and efficient manner.
- Self motivated.
- Mechanical aptitude and trouble-shooting abilities.
- Read maps, specifications, and construction plans used in construction work.
- Basic computer skills to work with GIS systems, Microsoft Office programs and software.
- Skill in inspecting, diagnosing, and repairing ditch grading, culverts, and storm water systems.

## **Clarification and Inquiries**

Contractors should carefully examine the RFP documents. By submitting a Proposal, the Contractor agrees that they have a clear understanding of the scope.

Contractors should report any errors, omissions, discrepancies in clauses or qualifications. Contractors are advised to not rely on oral responses to requests for clarification.

Requests for clarification should be submitted in writing via email to [jon.skjersven@laclabichcounty.com](mailto:jon.skjersven@laclabichcounty.com). No phone calls will be accepted.

## **Lac La Biche County's Health & Safety Policy and Commitments**

The County's departmental activities have a significant influence on the community and its residents. Therefore, ensuring that safety considerations are part of all County activities and operations is essential. The County has a Health & Safety Policy (Policy HR-34-001 - attached) which outlines the safety responsibilities for all those who perform work activities within the County, including contractors.

### **Compliance – Lac La Biche County**

The County shall comply with all relevant Alberta Occupational Health and Safety legislation and regulations and strive to set an example for the rest of the community which includes monitoring all contractors working for the County to ensure compliance.

### **Health and Safety Management System and Continuous Improvement**

The County shall manage its activities to continually monitor and improve its health and safety performance and that of its contractors. As a County Contractor, your performance during all contractual obligations is critical to our commitment to protect the health and safety of our residents and employees and comply with all Alberta Occupational Health and Safety legislation and regulations. The County reserves the right to complete random site inspections and review copies of safety program documentation as required (i.e. hazard assessments, safety toolbox meetings etc.).

**It is a mandatory requirement for contractors to immediately report all incidents to the designated Manager or representative, which includes:**

- Contractor employee injury incidents of a serious nature, requiring ambulance transportation
- Injury incidents involving the public
- Potentially serious near miss incidents (i.e. scaffold collapse, trench collapse, utility damage)
- Property damage incidents
- Equipment damage incidents
- Motor vehicle incidents

### **Compliance – Contractor**

There are many laws and regulations relating to occupational health and safety. It is your responsibility as a Contractor to know which laws, regulations, approvals or permits relate to the work that you are doing for the County. Also, it is your responsibility as a Contractor to comply with all applicable laws and ensure that all requirements imposed by these laws are met.

At the County's discretion, you may be required to provide the County with documentation outlining your procedures for ensuring that all occupational health and safety requirements

imposed by law are met, including the emergency contact numbers for reporting incidents that occur at the work site. These procedures must be available to your workers at the work site and these workers must be appropriately trained in the procedures. At the County's discretion, you may be required to provide us with detailed information of all steps that you have taken to ensure that the requirements are met.

### **Awareness and Competence**

Contractors working on behalf of the County are expected to be competent to perform their work and must be aware of applicable requirements and responsibilities. Awareness and competence can be achieved through appropriate training, education, or work experience.

The County reserves the right to require the contractor to provide evidence of employee competency.

Contractors must also ensure that sub-contractors are aware of their health and safety responsibilities and are competent to perform their work.

## **RFP Terms and Conditions**

### **Acceptance of Proposals**

This RFP should not be considered as an agreement to purchase goods or services. The County is not bound to accept the lowest price or any proposal of those submitted. Proposals will be assessed based on all evaluation criteria. The County will be under no obligation to receive further information, whether written or oral, from any Contractor.

### **Definition of Contract**

Only the full execution of a written contract will constitute a contract for services. No Proponent will acquire any legal or equitable rights or privileges relative to the Project until this occurs and a purchase order has been provided.

### **Right to Accept or Reject Proposals**

Lac La Biche County reserves the right to accept or reject any or all proposals in whole or in part. Neither acceptance of a proposal nor execution of a contract will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any federal, provincial, regional district or municipal statute, regulation, or bylaw.

### **Use of a Request for Proposal**

This document, or any portion thereof, may not be used for any purpose other than the submission of proposals. Proposals will not be returned. Submitted proposals become the property of Lac La Biche County.

### **Modification of Terms**

Lac La Biche County reserves the right to modify the terms of this request at its sole discretion, prior to the RFP closing date and time.

### **Submission of Proposals**

By submission of a clear and detailed written notice, the Consultant may amend or withdraw its proposal **prior to the closing date and time**. Upon closing time, all proposals become irrevocable. By submission of a proposal, the Contractor agrees that, should its proposal be successful, the Contractor will enter into a contract with Lac La Biche County.

### **Successful Proposal**

By submission of a proposal, the Contractor agrees that should its proposal be deemed successful, the Contractor shall enter into a contract with Lac La Biche County. If,

- a. In the opinion of the County, the Contractor has done an adequate job on preparing the plan; and
- b. If funding is approved by the County Council; and
- c. Upon submission of an acceptable proposal to undertake the work, the County may choose to award additional components to the Contractor at a later date.

**End**