



# Inspection of Critical Mains

## Critical Water and Wastewater Mains

February 2026

Request for Proposals No.: **RFP-ToC-2026-59**

Issued: **February 27 2026, 1:00:00 PM local time**

Submission Deadline: **March 27 2026, 4:00:00 PM local time**



## TABLE OF CONTENTS

<b>PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS.....</b>	<b>3</b>
1.1 Invitation to Proponents .....	3
1.2 RFP Contact.....	4
1.3 Contract for Deliverables.....	4
1.4 RFP Timetable .....	4
1.5 Submission Instructions .....	5
<b>PART 2 – EVALUATION, NEGOTIATION AND AWARD .....</b>	<b>7</b>
2.1 Stages of Evaluation and Negotiation .....	7
2.2 Stage I – Mandatory Submission Requirements .....	7
2.3 Stage II – Evaluation .....	7
2.4 Stage III – Pricing.....	7
2.5 Stage IV – Ranking and Contract Negotiations.....	8
<b>PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS .....</b>	<b>10</b>
3.1 General Information and Instructions .....	10
3.2 Communication after Issuance of RFP .....	11
3.3 Notification and Debriefing .....	12
3.4 Conflict of Interest and Prohibited Conduct.....	12
3.5 Confidential Information .....	15
3.6 Procurement Process Non-Binding.....	15
3.7 Governing Law and Interpretation.....	16
<b>APPENDIX A – FORM OF AGREEMENT .....</b>	<b>17</b>
<b>APPENDIX B – RFP PARTICULARS.....</b>	<b>18</b>
A. THE DELIVERABLES.....	18
Pipe Material .....	21
High-Resolution.....	21
Low-Resolution .....	21
B. MATERIAL DISCLOSURES .....	22
C. MANDATORY SUBMISSION REQUIREMENTS .....	24
D. MANDATORY TECHNICAL REQUIREMENTS.....	25
E. PRE-CONDITIONS OF AWARD .....	26
F. EVALUATION CRITERIA.....	26
G. PRICE EVALUATION METHOD .....	29
H. PROPOSAL OUTLINE .....	30
<b>APPENDIX C – SUBMISSION FORM .....</b>	<b>31</b>



## PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

### 1.1 Invitation to Proponents

#### 1.1.1 Invitation

This Request for Proposals (the “RFP”) is an invitation by the Town of Cochrane (“the Town”) to prospective proponents to submit proposals for **RFP-ToC-2026-59 Inspection of Critical Mains**, as further described in Section A of the RFP Particulars (Appendix B) (the “Deliverables”).

The Town is one of the fastest-growing communities in Canada, located in the Foothills of Alberta 18 kilometres west of the City of Calgary. With a population approaching 34,000, it is among the largest towns in the province. The Town prides itself in providing high-quality water and wastewater services to its residents and is committed to ensuring appropriate risk management for its critical underground water and wastewater assets in undertaken to ensure a high level of service for Town utility customers.

The Town seeks to engage a qualified contractor to perform inspection services on key sections of its water and wastewater mains (the “Pipelines”). Nine pipeline sections totalling approximately 20 kilometers of varying pipe material have been identified as candidates for inspection. The Town will collaborate with the successful Proponent to prioritize the inspection work based on available budget, technological capabilities, and the risks of each asset.

Due to its varied topography and built form, the Town operates a complex water and wastewater network. Significant elevation changes have resulted in twenty (20) pressure zones within the water distribution system and ten (10) collection basins within the wastewater system. The community was developed around the Bow River—an environmentally sensitive area—which increases environmental and regulatory risks associated with underground utilities in the riparian zone.

Much of the underground infrastructure is over 50 years old. Although record information is generally good, some pipe materials and locations remain unknown.

#### 1.1.2 Proponent Must Be Single Entity

The proponent must be a single legal entity that, if selected, intends to negotiate and enter into the contract with the Town. If the proposal is being submitted jointly by two (2) or more separate entities, the proposal must identify only one (1) of those entities as the “proponent”. The proponent will be responsible for the performance of the Deliverables.

#### 1.1.3 Bidding System Registration

All proponents must have a vendor account with the Town’s electronic bidding system at: [Bids and Tenders - Cochrane](#). This will enable the proponent to download the solicitation document, to ask questions, to receive addenda email notifications, download addenda, and submit their proposal electronically through the bidding system.



## **1.2 RFP Contact**

To contact the Town in relation to this RFP, proponents must initiate the communication electronically through the bidding system. The Town will not accept any proponent's communications by any other means, except as specifically stated in this RFP.

For the purposes of this procurement process, the "RFP Contact" will be:

Jordan Bott – Procurement & Contracts Advisor

[Jordan.Bott@cochrane.ca](mailto:Jordan.Bott@cochrane.ca)

403-851-7709

Proponents should only contact the RFP Contact where specifically instructed to in this RFP. All other communication in relation to this RFP, up to and including the submission of the proposal, must be through the bidding system, as described above.

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials, or other representatives of the Town, other than the RFP Contact, concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

## **1.3 Contract for Deliverables**

### **1.3.1 Type of Contract**

The selected proponent will be requested to enter into direct contract negotiations to finalize an agreement with the Town for the provision of the Deliverables. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Town and the selected proponent.

### **1.3.2 Term of Contract**

The term of the agreement is to be for a period of three (3) years, with an option in favour of the Town to extend the agreement on the same terms and conditions for an additional term of up to two (2) years in twelve (12) month increments.

## **1.4 RFP Timetable**

### **1.4.1 Key Dates**



Issue Date of RFP	February 27, 2026 01:00:00 PM local time
Optional Site Visit / Pre-Bid Meeting	March 12, 2026 08:30:00 AM local time
Deadline for Questions	March 17, 2026 04:00:00 PM local time
Submission Deadline	March 27, 2026 04:00:00 PM local time
Rectification Period	2 business days
Anticipated Ranking of Proponents	April 2026
Contract Negotiation Period	20 calendar days
Anticipated Execution of Agreement	April 2026

The RFP timetable is tentative only and may be changed by the Town at any time. For greater clarity, business days means all days that the Town is open for business.

### 1.4.2 Site Visit / Pre-Bid Meeting

The optional Site Visit will commence at the Main Transfer Station located at 145 Bow Bend Way on March 12, 2026 starting at 8:30 AM. All critical main sections will be available to visit during this Site Visit. It is expected to take three hours for the Site Visit. Proponents must register for the Site Visit by 4:00 PM on March 9, 2026 by emailing [scott.walls@cochrane.ca](mailto:scott.walls@cochrane.ca) confirming intent to attend the meeting. Attendance requirements will be provided at that time.

## 1.5 Submission Instructions

### 1.5.1 Submission of Proposals

Proposals must be submitted electronically through the bidding system at:

[Bids and Tenders - Cochrane](#)

Submissions by other methods will not be accepted.

In the event of any technical issues, proponents should contact the bidding system's technical support.

### 1.5.2 Proposals to Be Submitted on Time

Proposals must be finalized and fully uploaded in the bidding system on or before the Submission Deadline. The time of receipt of proposals shall be determined by the bidding system web clock. Late submissions will not be accepted by the bidding system and will be disqualified as late.

Proponents are cautioned that the timing of submission is based on when the proposal is received by the bidding system, not when a proposal is submitted by a proponent. As transmission can be delayed due to file transfer size, transmission speed, or other technical factors, proponents should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Proponents submitting near the Submission Deadline do so at their own risk.



The bidding system will send a confirmation email to the proponent advising when the proposal was submitted successfully. If you do not receive a confirmation email, contact the bidding system's technical support immediately.

### **1.5.3 Proposals to Be Submitted in Prescribed Format**

Proposal materials should be prepared and submitted in accordance with the instructions in the bidding system, including any maximum upload file size.

Documents should not be embedded within uploaded files, as the embedded files may not be accessible or evaluated.

### **1.5.4 Amendment of Proposals**

Proponents may amend their proposals prior to the Submission Deadline. However, the proponent is solely responsible for ensuring that the amended proposal is received by the bidding system by the Submission Deadline.

### **1.5.5 Withdrawal of Proposals**

At any time throughout the RFP process until the execution of a written agreement for provision of the Deliverables, a proponent may withdraw a submitted proposal. Prior to the Submission Deadline, proponents may withdraw a submitted proposal through the bidding system. To withdraw a proposal after the Submission Deadline, a notice of withdrawal must be sent to the RFP Contact and must be signed by an authorized representative of the proponent.

[End of Part 1]



---

## **PART 2 – EVALUATION, NEGOTIATION AND AWARD**

### **2.1 Stages of Evaluation and Negotiation**

The Town will conduct the evaluation of proposals and negotiations in the following stages:

### **2.2 Stage I – Mandatory Submission Requirements**

Stage I will consist of a review to determine which proposals comply with all of the mandatory submission requirements. If a proposal fails to satisfy all of the mandatory submission requirements, the Town will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. If the proponent fails to satisfy the mandatory submission requirements within the Rectification Period, its proposal will be rejected. The Rectification Period will begin to run from the date and time that the Town issues a rectification notice to the proponent. The mandatory submission requirements are set out in Section C of the RFP Particulars (Appendix B).

### **2.3 Stage II – Evaluation**

Stage II will consist of the following two (2) sub-stages:

#### **2.3.1 Mandatory Technical Requirements**

The Town will review the proposals to determine whether the mandatory technical requirements as set out in Section D of the RFP Particulars (Appendix B) have been met. If a proposal fails to satisfy all of the mandatory technical requirements, the Town will issue the proponent a rectification notice identifying the deficiencies and providing the proponent an opportunity to rectify the deficiencies. The rectification process for these requirements may occur after any rectification process for mandatory submission requirements. Proposals that do not satisfy the mandatory technical requirements within the Rectification Period will be rejected.

#### **2.3.2 Non-Price Rated Criteria**

The Town will evaluate each qualified proposal on the basis of the non-price rated criteria as set out under Evaluation Criteria in Section F of the RFP Particulars (Appendix B).

### **2.4 Stage III – Pricing**

Stage III will consist of a scoring of the submitted pricing of each qualified proposal in accordance with the price evaluation method set out in Section G of the RFP Particulars (Appendix B). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

In the event that a proponent's pricing appears to be abnormally low in relation to the Deliverables, the Town may require the proponent to provide a detailed explanation of the pricing information to account for the low level of price and confirm that all requirements in respect of the Deliverables



have been taken into account. If the proponent is unable to satisfactorily account for the abnormally low pricing, the Town may reject the proposal. The Town may also reject any proposal that contains unbalanced pricing. Pricing may be considered unbalanced where nominal or significantly understated prices are proposed for some elements of the Deliverables and inflated prices are proposed for other elements of the Deliverables. Unbalanced pricing includes, but is not limited to, “front-loaded” pricing which contains inflated pricing for Deliverables to be provided or completed at the beginning of the contract, offset by understated pricing for Deliverables to be provided or completed later in the contract.

## **2.5 Stage IV – Ranking and Contract Negotiations**

### **2.5.1 Ranking of Proponents**

After the completion of Stage III, all scores from Stage II and Stage III will be added together and the proponents will be ranked based on their total scores. The top-ranked proponent will receive a written invitation to enter into direct contract negotiations to finalize the agreement with the Town. In the event of a tie, the selected proponent will be the proponent with the lowest price.

### **2.5.2 Contract Negotiation Process**

Any negotiations will be subject to the process rules contained in the Terms and Conditions of the RFP Process (Part 3) and will not constitute a legally binding offer to enter into a contract on the part of the Town or the proponent, and there will be no legally binding relationship created with any proponent prior to the execution of a written agreement. The terms and conditions found in the Form of Agreement (Appendix A) are to form the basis for commencing negotiations between the Town and the selected proponent. Negotiations may include requests by the Town for supplementary information from the proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Town for improved pricing or performance terms from the proponent.

### **2.5.3 Time Period for Negotiations**

The Town intends to conclude negotiations and finalize the agreement with the top-ranked proponent during the Contract Negotiation Period, commencing from the date the Town invites the top-ranked proponent to enter negotiations. A proponent invited to enter into direct contract negotiations should therefore be prepared to satisfy the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B), provide requested information in a timely fashion, and conduct its negotiations expeditiously.

### **2.5.4 Failure to Enter into Agreement**

If the pre-conditions of award listed in Section E of the RFP Particulars (Appendix B) are not satisfied or if the parties cannot conclude negotiations and finalize the agreement for the Deliverables within the Contract Negotiation Period, the Town may discontinue negotiations with the top-ranked proponent and may invite the next-best-ranked proponent to enter into negotiations. This process will continue until an agreement is finalized, until there are no more



proponents remaining that are eligible for negotiations, or until the Town elects to cancel the RFP process.

### **2.5.5 Notification of Negotiation Status**

Other proponents that may become eligible for contract negotiations may be notified at the commencement of the negotiation process with the top-ranked proponent.

[End of Part 2]



## **PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS**

### **3.1 General Information and Instructions**

#### **3.1.1 Proponents to Follow Instructions**

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

A proponent who submits conditions, options, variations, or contingent statements, either as part of its proposal or after receiving notice of selection, may be disqualified.

#### **3.1.2 Proposals in English**

All proposals are to be in English only.

#### **3.1.3 No Incorporation by Reference**

The entire content of the proponent's proposal should be submitted in a fixed format, and the content of websites or other external documents referred to in the proponent's proposal, but not attached, will not be considered to form part of its proposal.

#### **3.1.4 Past Performance**

In the evaluation process, the Town may consider the proponent's past performance or conduct on previous contracts with the Town or other institutions.

#### **3.1.5 Information in RFP Only an Estimate**

The Town and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

#### **3.1.6 Proponents to Bear Their Own Costs**

The proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

#### **3.1.7 Proposal to be Retained by the Town**

The Town will not return the proposal or any accompanying documentation submitted by a proponent.



### **3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract**

The Town makes no guarantee of the value or volume of work to be assigned to the selected proponent. The agreement to be negotiated with the selected proponent will not be an exclusive contract for the provision of the described Deliverables. The Town may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

## **3.2 Communication after Issuance of RFP**

### **3.2.1 Proponents to Review RFP**

Proponents should promptly examine all of the documents comprising this RFP and may direct questions or seek additional information in writing through the bidding system on or before the Deadline for Questions. No such communications are to be sent or initiated through any other means. The Town is under no obligation to provide additional information, and the Town is not responsible for any information provided by or obtained from any source other than the RFP Contact or the bidding system. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear. The Town is not responsible for any misunderstanding on the part of the proponent concerning this RFP or its process.

### **3.2.2 All New Information to Proponents by Way of Addenda**

This RFP may be amended only by addendum in accordance with this section. If the Town, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated to all proponents by addendum posted in the bidding system. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Town.

### **3.2.3 Post-Deadline Addenda and Extension of Submission Deadline**

If the Town determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the Town may extend the Submission Deadline for a reasonable period of time.

### **3.2.4 Verify, Clarify, and Supplement**

When evaluating proposals, the Town may request further information from the proponent or third parties in order to verify, clarify, or supplement the information provided in the proponent's proposal. The Town may revisit, re-evaluate, and rescore the proponent's response or ranking on the basis of any such information.



### **3.3 Notification and Debriefing**

#### **3.3.1 Notification to Other Proponents**

Once an agreement is executed by the Town and a proponent, the other proponents may be notified directly in writing and will be notified by public posting of the outcome of the procurement process.

#### **3.3.2 Debriefing**

Proponents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFP Contact and must be made within thirty (30) days of such notification. The RFP Contact will contact the proponent's representative to schedule the debriefing. Debriefings may occur in person at the Town's location or by way of conference call or other remote meeting format as prescribed by the Town.

#### **3.3.3 Procurement Protest Procedure**

Any proponent with concerns about the RFP process is required to attend a debriefing prior to proceeding with a protest.

If, after attending a debriefing, the proponent wishes to challenge the RFP process, it should provide written notice to the RFP Contact in accordance with applicable procurement protest procedures. The written notice must contain:

- (a) a clear statement as to which procurement the proponent wishes to challenge;
- (b) a clear explanation of the proponent's concerns with the procurement, including specifics as to why it disagrees with the procurement process or its outcome; and
- (c) the proponent's contact details, including name, telephone number, and email address.

The Town will send an initial response to acknowledge receipt of the proponent's notice and indicate the date by which the Town will provide the proponent with a formal response.

### **3.4 Conflict of Interest and Prohibited Conduct**

#### **3.4.1 Conflict of Interest**

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including, but not limited to:
  - (i) having or having access to confidential information of the Town in the preparation of its proposal that is not available to other proponents;



- (ii) having been involved in the development of the RFP, including having provided advice or assistance in the development of the RFP;
  - (iii) receiving advice or assistance in the preparation of its response from any individual or entity that was involved in the development of the RFP;
  - (iv) communicating with any person with a view to influencing preferred treatment in the RFP process (including, but not limited to, the lobbying of decision-makers involved in the RFP process); or
  - (v) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the proponent's other commitments, relationships, or financial interests:
- (i) could, or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgement; or
  - (ii) could, or could be seen to, compromise, impair, or be incompatible with the effective performance of its contractual obligations.

### **3.4.2 Disqualification for Conflict of Interest**

The Town may disqualify a proponent for any conduct, situation, or circumstances, determined by the Town, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

An existing supplier of the Town may be precluded from participating in the RFP process in instances where the Town has determined that the supplier has a competitive advantage that cannot be adequately addressed to mitigate against unfair advantage. This may include, without limitation, situations in which an existing supplier is in a position to create unnecessary barriers to competition through the manner in which it performs its existing contracts, or situations where the incumbent fails to provide the information within its control or otherwise engages in conduct obstructive to a fair competitive process.

### **3.4.3 Disqualification for Prohibited Conduct**

The Town may disqualify a proponent, rescind an invitation to negotiate, or terminate a contract subsequently entered into if the Town determines that the proponent has engaged in any conduct prohibited by this RFP.

### **3.4.4 Prohibited Proponent Communications**

Proponents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix C).



### **3.4.5 Proponent Not to Communicate with Media**

Proponents must not, at any time directly or indirectly, communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

### **3.4.6 No Lobbying**

Proponents must not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the selected proponent(s).

### **3.4.7 Illegal or Unethical Conduct**

Proponents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials, or other representatives of the Town; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

### **3.4.8 Supplier Suspension**

The Town may suspend a supplier from participating in its procurement processes for prescribed time periods based on past performance or based on inappropriate conduct, including, but not limited to, the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments;
- (c) engaging in litigious conduct, bringing frivolous or vexatious claims in connection with the Town's procurement processes or contracts, or engaging in conduct obstructive to a fair competitive process; or
- (d) any conduct, situation, or circumstance determined by the Town, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

In advance of a decision to suspend a supplier, the Town will notify the supplier of the grounds for the suspension and the supplier will have an opportunity to respond within a timeframe stated in the notice. Any response received from the supplier within that timeframe will be considered by the Town in making its final decision.



### **3.5 Confidential Information**

#### **3.5.1 Confidential Information of the Town**

All information provided by or obtained from the Town in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) is the sole property of the Town and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the Town; and
- (d) must be returned by the proponent to the Town immediately upon the request of the Town.

#### **3.5.2 Confidential Information of Proponent**

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Town. The confidentiality of such information will be maintained by the Town, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by the Town to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

### **3.6 Procurement Process Non-Binding**

#### **3.6.1 No Contract A and No Claims**

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty, and without limitation:

- (a) this RFP will not give rise to any Contract-A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the proponent nor the Town will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract, or failure to honour a proposal submitted in response to this RFP.

#### **3.6.2 No Contract until Execution of Written Agreement**

This RFP process is intended to identify prospective suppliers for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between the proponent and the Town by this RFP process until the



successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

### **3.6.3 Non-Binding Price Estimates**

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the proponents. Any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the Town to enter into an agreement for the Deliverables.

### **3.6.4 Cancellation**

The Town may cancel or amend the RFP process without liability at any time.

### **3.7 Governing Law and Interpretation**

These Terms and Conditions of the RFP Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and will not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of Alberta and the federal laws of Canada applicable therein.

[End of Part 3]



## **APPENDIX A – FORM OF AGREEMENT**

*Attached as separate document.*



## APPENDIX B – RFP PARTICULARS

### A. THE DELIVERABLES

The Contractor shall provide non-destructive inspection services of the Town's critical water and wastewater mains (the "Pipelines"). Nine separate pipeline sections have been identified for inspection. Low-resolution inspections will be conducted while the main is in service, including insertion and extraction of the inspection tool. The final selection of the Proponent's submissions will be chosen for each pipeline section by the Town after the group pipeline inspection exercise.

The Contactor shall deliver the following:

#### 1. Planning

- (a) Review all available records for conducting pipeline inspections, including pipeline drawings, GIS data, historical maintenance records, and previous inspection reports.
- (b) Lead and facilitate a pipeline inspection exercise with the Town to identify risks and infrastructure modifications, prioritize pipeline sections, and identify best-fit technology for each pipeline section.
- (c) Upon completion of the pipeline inspection exercise and confirmation of the Town's selection of the inspection technology, in its sole discretion, for each selected pipeline section, the Contractor shall then develop a detailed work plan and updated schedule that includes, at a minimum:
  - (i) Hazard and safety assessment covering specific hazards and safety measures for each pipeline section to be inspected.
  - (ii) Identify any construction or preparatory works needed for individual pipeline section inspections.
  - (iii) Identify operational requirements, including coordination with Town operations staff.
  - (iv) Traffic accommodation plan for Town review and approval, where applicable.
  - (v) An updated detailed schedule identifying key milestones and the number of required mobilizations.

#### 2. Pipeline Inspection

- (a) Conduct inspections of the pipeline sections in accordance with the approved scope of work and project schedule.
- (b) The minimum specification for low-resolution and high-resolution inspection deliverables for each pipe material are outlined in Table 2.

The low-resolution and high-resolution inspection specifications identified in Table 2 are intended solely to categorize inspection technologies based on their demonstrated data quality, accuracy, and level of detail.

The Town retains the right to determine, at its sole discretion, whether a proposed technology satisfies the requirements of the claimed resolution category, regardless of the Proponent's description or terminology. Technologies that do not meet the minimum requirements of the claimed category may be reclassified or deemed non-compliant.



Generally low-resolution inspections provide broader screening (baseline condition dataset, screening hydraulic performance, structure risk indicators, etc.) utilizing minimally invasive technologies that can typically be deployed through existing infrastructure with limited system modification.

High-resolution inspections generally provide:

- (i) Quantitative evaluation of pipe structural condition across the full internal circumference of the pipeline (360-degree coverage).
- (ii) Detection and characterization of defects affecting structural integrity using inspection methods appropriate to the specific pipe material (e.g., metallic, prestressed concrete, steel cylinder, or composite pipe systems).
- (iii) Continuous condition data collected through a single deployment pass where operationally feasible, minimizing the need for multiple inspection runs.
- (iv) Identification and mapping of deterioration mechanisms specific to pipe material (e.g. corrosion, cracking, wire distress, material loss, deformation, or concrete deterioration).
- (v) Structural condition data of sufficient resolution and accuracy to support remaining useful life estimation and structural integrity engineering analysis.
- (vi) Precise spatial location and mapping of defects, joints, and structural anomalies along the pipeline.
- (vii) Geometry and alignment assessment where relevant to structural performance, including deformation, ovality, or joint movement.
- (viii) Data deliverables suitable for integration with asset management systems and engineering analysis workflows.
- (ix) Clear identification of deployment requirements, access needs, and associated civil works.

### 3. Analysis and Reporting

Provide clear, concise, and actionable reporting that supports the Town's asset management, maintenance management, and capital planning needs. Reporting shall include, at a minimum:

- (x) A summary of inspection activities and findings.
- (xi) Detailed defect logs, including defect type, severity, and location.
- (xii) Maps, drawings, and GIS-compatible outputs showing defect locations.

### 4. Data Deliverables

Electronic delivery of all inspection data, analysis, and reports in formats acceptable to the Town. Minimum report format requirements are typically shapefiles for drawings and PDF for reports.

### 5. Optional Items – High-Resolution Inspections and Pipeline Conditional Assessments

Subject to the Town's approval of the Proponents pricing for the Optional Items, the successful Proponent shall be responsible for

- (i) High-resolution - executing the selected high-resolution inspections.



- (ii) Conditional Assessment - preparing an engineering report providing a conditional assessment of the pipeline sections that were selected for conditional assessments. The report shall include, at a minimum:
  - a. Condition assessment on a pipe-by-pipe basis and overall summary of the condition of the critical main.
  - b. Evaluation of each pipeline based on condition, age, criticality, deficiencies, effective useful life, and remaining useful life, or an equivalent methodology approved by the Town.
  - c. Identify the required maintenance, repair, future inspection, and replacement requirements.
  - d. Recommendations for upgrades and improvements, including indicative timelines.
  - e. GIS-compatible spatial outputs with condition ratings.

## 6. Project Timeline

- (a) Complete all low-resolution field inspection work by June 30, 2026, and all remaining low-resolution post-inspection requirements (e.g. Analysis and Reporting, Data Deliverables) by August 15, 2026.

Table 1 - Pipeline Section Map Reference

Map Ref #	Name	Utility	Material	Assumed Diameter (mm)	Assumed Length (m)
1	Glenbow Drive	Water	DI	300	800
2	Griffin Road	Water	DI or CI	250	1400
3	HPC Main	Water	CPP	400 / 450	900
4	Jumping Pound Creek Crossing	Water	PVC / Steel	400	200
5	River Avenue Bridge Crossing	Water	PVC (Certa Lok)	400	200
6	Transfer Station Forcemain	WW	YJST / PVC / HDPE	450 - 600	15120
7a	Bow Meadows River Crossing	Water	PVC / PE / YJST	300	600
7b	Bow Meadows River Crossing	WW	PVC / PE / YJST	200	600
8	Bow Ridge River Crossing	Water	PVC / YJST	400	300

Abbreviations Note:

- Asbestos Cement - AC
- Cast Iron – CI
- Concrete Pressure Pipe - CPP
- Ductile Iron - DI
- Polyvinyl Chloride - PVC
- High Density Polyethylene-HDPE
- Steel – Steel
- WW - Wastewater
- Yellow Jacket Steel – YJST



Table 2 - Minimum Specification for Pipeline Inspection Deliverables by Pipe Material

<b>Pipe Material</b>	<b>High-Resolution</b>	<b>Low-Resolution</b>
CI	Corrosion (depth/extent), cracks, high-resolution imagery or trace data, detailed mapping	Leak bands, operational data (e.g. pressure/flow trends, air pocket, pipe debris), general integrity flags, GIS markers for segments of concern
CPP	Wall defect characterization, crack and delamination, wire and rebar condition and quantification, concrete profiling, detailed mapping	Leak bands, operational data (e.g. pressure/flow trends, air pocket, pipe debris), general integrity flags, GIS markers for segments of concern
DI	Corrosion/wall loss depth, cracking, wall loss profiles, detailed mapping	Leak bands, operational data (e.g. pressure/flow trends, air pocket, pipe debris), general integrity flags, GIS markers for segments of concern
HDPE	Joint integrity, deformation, crack identification, detailed mapping	Leak bands, operational data (e.g. pressure/flow trends, air pocket, pipe debris), general integrity flags, GIS markers for segments of concern
PVC	Joint defect, micro-cracking, detailed mapping	Leak bands, operational data (e.g. pressure/flow trends, air pocket, pipe debris), general integrity flags, GIS markers for segments of concern
Steel	Corrosion, pitting, wall loss, cracks, weld/joint data, detailed mapping	Leak bands, operational data (e.g. pressure/flow trends, air pocket, pipe debris), general integrity flags, GIS markers for segments of concern
YJST	Corrosion, pitting, wall loss, cracks, weld/joint data, detailed mapping	Leak bands, operational data (e.g. pressure/flow trends, air pocket, pipe debris), general integrity flags, GIS markers for segments of concern



## **B. MATERIAL DISCLOSURES**

### **7. Contractor Responsibilities**

The Contractor shall be responsible for the following, and shall bear all associated costs unless otherwise agreed in writing:

- (b) Connection of inspection tools to Town infrastructure
- (c) Disassemble and reassemble fire hydrants for launch of inspection tools, where required
- (d) Launch and retrieval of inspection tools
- (e) For low-resolution pipelines, conduct non-destructive, in-situ inspection of pipeline while pipeline is in service.
- (f) Mapping of pipeline alignment
- (g) Surveying of pipelines, where required to support inspection results
- (h) Provision and implementation of temporary traffic control, where required
- (i) Provision of lifting requirements for Contractor's inspection tools.
- (j) Confined space entry, monitoring, and rescue where required, in accordance with applicable regulations.
- (k) Security and protection of the Contractor's equipment, tools, and supplies, whether located at the job site or at a designated staging area.

### **8. Town Responsibilities**

The Town shall be responsible for the following, and shall bear all associated costs unless otherwise agreed in writing:

- (a) Provision of GIS file for applicable pipeline attributes.
- (b) Provision of a project manager to act as the Town's primary representative.
- (c) Verification of the operability of utility infrastructure prior to Contractor mobilization.
- (d) Provision of utility operations staff to operate Town infrastructure (e.g., valves, pumps), as required.
- (e) Provision of equipment for heavy lifting requirements, excluding inspection tools.
- (f) Provision of water required to propel inspection tools.
- (g) Disposal of pipeline debris generated as part of the inspection activities.
- (h) Dewatering of structures and excavations.
- (i) Completion of mechanical and civil infrastructure modifications required to facilitate inspection tool insertion and extraction, which may include, but are not limited to:
  - i. Excavation, shoring, or trench box installation.
  - ii. Construction of underground vaults, manholes, and permanent launch and recovery infrastructure.
  - iii. Hot tapping of pipelines.
  - iv. Modifications to piping, flanges, valves, and appurtenances.
  - v. Surface restoration and site reinstatement
- (j) Provision of a single staging area for the Contractor.



Any additional Town-provided works not listed above that are required for inspection shall be agreed upon in writing prior to execution, including assignment of cost responsibility.

### 9. Inspection Tool Deployment Considerations

At the Town’s request, a subject matter expert conducted a site assessment that identified key points associated with conducting inspection services for the pipelines.

The information contained in this section is provided for reference purposes only. The Town makes no representation or warranty as to the completeness, accuracy, or suitability of the site assessment for the purposes of performing the inspection services. Proponents are responsible for conducting their own site investigations, hazard assessments, and due diligence specific to their unique technologies and capabilities. Use of the information does not relieve the Proponent of any responsibility for compliance with applicable laws, regulations, safety standards, or good engineering practices.

*Table 3 - Simplified Overview of Relative Inspection Tool Deployment Requirements*

Map Ref #	Name	Utility	Low-Resolution	High-Resolution
1	Glenbow Drive	Water	Hydrant insertion and vault recovery	Launch and receiver infrastructure required
2	Griffin Road	Water	Hydrant insertion and controlled routing	N/A
3	HPC Main	Water	Hydrant insertion with constructed recovery point	Launch and receiver infrastructure required
4	Jumping Pound Creek Crossing	Water	New insertion connection required	N/A
5	River Avenue Bridge Crossing	Water	Hydrant insertion and hydrant recovery	N/A
6	Transfer Station Forcemain	WW	Pump station insertion and chamber retrieval	Permanent launcher and receiver recommended
7a	Bow Meadows River Crossing	Water	New insertion and constructed recovery	N/A
7b	Bow Meadows River Crossing	WW	Lift station insertion and manhole capture	N/A
8	Bow Ridge River Crossing	Water	Pump station or hydrant insertion	N/A



**C. MANDATORY SUBMISSION REQUIREMENTS**

**10. Submission Form (Appendix C)**

Proponents should refer to the instructions attached to the solicitation for the Appendix C – Submission Form requirements and provide all required information in accordance with the instructions provided in the bidding system.

**11. Pricing**

Each proposal must include pricing information that complies with the instructions set out below and in Section G of this Appendix B. The Proponent shall provide pricing for low-resolution inspections for the pipeline sections outlined in Section G. For the purposes of the pricing evaluation, inspection tool resolutions are generally defined as outlined in Table 4. The distinctions between high-resolution and low-resolution pipeline inspection tools, as described, are general guidelines intended to convey typical capabilities and applications. Actual tool performance, detection limits, and operational requirements may vary depending on manufacturer specifications, pipe material, diameter, condition, and site-specific factors. Contractors are responsible for selecting appropriate tools and methods based on their evaluation of each pipeline section.

*Table 4 - High-Resolution versus Low-Resolution Pipeline Inspection Technologies (Tools)*

<b>Feature</b>	<b>High-Resolution Inspection Tools</b>	<b>Low-Resolution Inspection Tools</b>
<b>Purpose / Use</b>	Detect small defects, subtle deterioration, and detailed condition issues. Often used for higher risk sections.	Identify general pipeline condition, large defects, blockages, or alignment issues. Suitable for screening or some targeted inspections.
<b>Data Quality</b>	Provides detailed, quantitative data with high spatial and dimensional accuracy (e.g., millimeter-level detection of cracks, corrosion, wall loss).	Provides coarse or qualitative data sufficient to identify major anomalies, obstructions, or broad patterns of deterioration.
<b>Typical Technologies</b>	Inline inspection (smart pigs), acoustic or electromagnetic tools, or laser profiling.	CCTV, acoustic sensors, visual inspection, or rudimentary inline devices.
<b>Detection Capability</b>	Can detect minor corrosion, hairline cracks, lining defects, joint separation, or early-stage structural issues.	Detects severe corrosion, leaks, significant blockages/pipeline debris, air pockets, or obvious structural defects.
<b>Operational Requirements</b>	Requires careful calibration, may require slower inspection speeds, often higher expertise and equipment cost.	Easier to deploy, faster inspection, lower cost, less technical expertise needed.



Feature	High-Resolution Inspection Tools	Low-Resolution Inspection Tools
<b>Output / Deliverables</b>	Detailed defect logs, precise mapping of anomalies, 3D or GIS-compatible data, quantitative measurements.	General condition reports, location of defects (e.g. leaks), location of air pockets, basic alignment or blockage mapping.
<b>Applications</b>	Critical mains, high-consequence failures, risk-based asset management decisions.	Routine screening, preliminary assessment, targeted assessment, or baseline assessment

Proponents are also encouraged to provide pricing for the Optional Items:

- (a) High-Resolution Pipeline Inspections
- (b) High-Resolution Pipeline Conditional Assessment

**D. MANDATORY TECHNICAL REQUIREMENTS**

**12. Potable Water Protection**

In regard to inspecting potable water distribution systems, the Proponent shall comply with all applicable potable water legislation, regulations, and guidelines and shall conduct all inspection activities in a manner that maintains the integrity and safety of the potable water system at all times.

All inspection tools, equipment, materials, and appurtenances that may come into contact with potable water shall be suitable for potable water service and certified to recognized standards (e.g., NSF/ANSI 61 or equivalent). Confirmation of material suitability shall be provided upon request.

Prior to insertion into the water system, all inspection tools and equipment shall be clean, disinfected, and free of contaminants in accordance with recognized industry practices. Procedures shall prevent the introduction of bacteria, chemicals, debris, or foreign materials into the potable water system.

Inspection activities shall not compromise system pressure, integrity, or water quality. Measures shall be implemented to prevent backflow, cross-connections, or ingress of contaminants during insertion, operation, and retrieval of inspection tools. All system connections shall be properly sealed and protected.

The Proponent shall immediately notify the Town of any condition or event that may impact potable water quality and shall cooperate fully with the Town in implementing any required response measures, including flushing, sampling, isolation, or suspension of work.

Personnel performing work on potable water mains shall be trained in potable water protection practices, and the Proponent shall maintain written procedures addressing contamination



prevention and emergency response. The Town reserves the right to review and require revisions to potable water protection procedures prior to mobilization.

**E. PRE-CONDITIONS OF AWARD**

- (a) Town of Cochrane Business License
- (b) WCB Clearance or Exemption Letter
- (c) Certificate of Insurance
- (d) Certificate of Recognition OR Small Employer Certificate of Recognition

**F. EVALUATION CRITERIA**

The following sets out the categories, weightings, and descriptions of the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

<b>Non-Price Rated Criteria Category</b>	<b>Weighting (Points)</b>	<b>Minimum Threshold</b>
i. Experience and Qualifications	15 Points	8 Points
ii. Approach and Methodology	30 Points	16 Points
iii. Inspection Technologies	25 Points	13 Points
iv. Value Add	5 Points	N/A
<b>Pricing</b> (see Section G below)	25 Points	N/A
<b>Total Points</b>	<b>100 Points</b>	<b>37 Points</b>

**Suggested Proposal Content for Non-Price Criteria**

**Experience and Qualifications (15 Points)**

Each proponent should provide the following in its proposal:

- (a) a brief description of the Proponent;
- (b) a description of its knowledge, skills, and experience relevant to the Deliverables;
- (c) the roles and responsibilities of the proponent and any of its agents, employees, and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise; and
- (d) A description of at least three (3) projects similar in size and scope completed within the past five years.

**Approach and Methodology (30 Points)**

Proponents shall describe a clear, systematic, and technically sound approach to completing the pipeline inspection services. The methodology shall demonstrate an understanding of municipal water and wastewater systems, non-destructive inspection technologies, safety requirements, and regulatory obligations.



The evaluation will consider, but not be limited to, the following:

(a) Project Understanding and Planning

The Proponent shall demonstrate an understanding of the Town's objectives and the constraints associated with operating within an active municipal utility system. The Proponent's approach shall include review of available documents, identification of data gaps, confirmation of inspection limits, deliverables, and success criteria in coordination with the Town.

(b) Schedule and Work Plan

The Proponent shall:

- (i) Describe the Proponents ability to meet the timelines given in the Proposal. Timelines should be reasonable and realistic, ensuring that the project can be delivered on time.
- (ii) Provide a project schedule such as a Gantt chart which will include a basic work plan with the identified tasks and phases. For the purposes of the work plan and schedule evaluation, the Proponent is to assume nine (9) low-resolution inspections followed by two (2) high-resolutions inspections.

(c) Health, Safety, and Environmental Management

The Proponent shall outline their approach to health, safety, and environmental protection, including:

- (i) An outline of what a typical pipeline inspection project's Health and Safety Plan would be compliant with applicable legislation and municipal requirements.
- (ii) Identification and mitigation of hazards associated with confined spaces, pressurized systems, and live utilities.
- (iii) Environmental protection measures, including spill prevention and protection of watercourses and riparian areas.
- (iv) Emergency response procedures.

(d) Water Quality and Regulatory Compliance

The Proponent shall describe:

- (v) Water distribution water quality protection measures in relation to inspecting potable water pipelines.
- (vi) Measures to be taken to help ensure regulatory compliance.

(e) Data Collection, Quality Control, and Validation

The Proponent shall describe how inspection data will be collected, managed, and validated.



(f) Analysis and Reporting

The Proponent shall describe their methodology for analyzing inspection results, including:

- (i) Defect classification and severity ranking.
- (ii) Use of recognized standards and guidelines.
- (iii) Reporting tools, visualizations, and data outputs used to effectively communicate inspection results that will enhance decision making regarding the Town's asset management.

(g) Coordination and Communication

The Proponent shall identify how communication and coordination will be maintained throughout the project.

**Inspection Technologies (25 Points)**

Proponents shall clearly identify all inspection technologies available to them, the capabilities of each technology, a description of how each technology could be applied, pipeline pre-inspection requirements (e.g. cleaning), and civil works necessary to deploy their proposed technology.



Evaluation will consider, but not be limited to, the following:

- (a) Appropriateness of the proposed technologies for the pipe materials, diameters, operating conditions, and accessibility of the pipeline sections.
- (b) Typical civil works and specifications necessary to deploy and retrieve their different technology.
- (c) Operational impacts for the proposed technology such as pipeline cleaning and flushing, system disruptions, flow diversion, and containment requirements.
- (d) Ability of the technologies to detect relevant defect types and conditions, including structural, hydraulic, and operational deficiencies.
- (e) Data resolution, accuracy, and reliability of inspection outputs.
- (f) Flexibility to deploy alternative or complementary technologies where site conditions or findings warrant.
- (g) Clarity and completeness of the proponent's explanation of technology limitations, assumptions, and constraints.

Preference may be given to Proponents that demonstrate a strong understanding of technology selection and application, and that propose inspection methods providing decision-grade data aligned with the Town's asset management and risk-based planning objectives.

### **Value Add (5 Points)**

Proponents may propose value-added services, methodologies, technologies, or deliverables that provide additional benefit to the Town. Value-added items are not mandatory and shall not replace or reduce the required scope of work.

Value-added proposals will be evaluated based on their relevance, practicality, and demonstrated benefit to the Town, including potential improvements to data quality, safety, efficiency, risk reduction, asset management outcomes, or long-term value.

### **G. PRICE EVALUATION METHOD**

Pricing is worth twenty-five (25) points of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each proponent will receive a percentage of the total possible points allocated to price, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$



### Instructions on How to Provide Pricing

- (a) Proponents should submit their pricing information by completing Pricing Form in Appendix E, and including it in their submission.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST, which should be itemized separately.
- (c) Proponents are to provide pricing **for each of the Low-Resolution** line items for the identified pipeline sections. Do not enter pricing in the blacked-out cells. The Town requests high-definition CCTV inspection (or equivalent) for pipeline section #5 River Avenue Bridge Crossing.
- (d) Proponents are encouraged to submit pricing for the Optional Items:
  - a. High-Resolution Inspections
  - b. Conditional Assessments of the High-Resolution sections.

Rates quoted by the proponent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

### Required Pricing Information

Proponents to complete within the Bidding System

### H. PROPOSAL OUTLINE

Please include the following information in sufficient detail in the Proposal submission in order for the rated requirements to be evaluated and scored and ensure that the following outline and numbering provided is used for ease of reference by the evaluators:

- 1) Cover Page – maximum 2 pages
- 2) Executive Summary – maximum 1 page
- 3) Table of Contents
- 4) Experience and Qualifications – maximum 5 pages
- 5) Approach and Methodology – maximum 5 pages
- 6) Inspection Technologies – maximum 5 pages
- 7) Mandatory Requirements
  - a. Submission Form – Appendix C
  - b. Pricing Form – Appendix F
  - c. Other Mandatory Submission Requirements



## APPENDIX C – SUBMISSION FORM

Proponents should provide all required information in accordance with the instructions provided in the bidding system. Proponents are deemed to have agreed to the terms contained below and have indicated their agreement by clicking submit in the bidding system.

### 1. Acknowledgment of Non-Binding Procurement Process

The proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the Town and the proponent unless and until the Town and the proponent execute a written agreement for the Deliverables.

### 2. Ability to Provide Deliverables

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required. The proponent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFP for the rates set out in its proposal.

### 3. Non-Binding Pricing

The proponent has submitted its pricing in accordance with the instructions in the RFP. The proponent confirms that the pricing information provided is accurate. The proponent acknowledges that any inaccurate, misleading, or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its proposal or its eligibility for future work.

### 4. Amendments

The proponent is deemed to have read and taken into account all amendments issued by the Town prior to the Deadline for Issuing Amendments.

### 5. Communication with Competitors

For the purposes of this RFP, the word "competitor" includes any individual or organization, other than the proponent, whether or not related to or affiliated with the proponent, who could potentially submit a response to this RFP.

Unless specifically disclosed below under Disclosure of Communications with Competitors, the proponent declares that:



- (a) it has prepared its proposal independently from, and without consultation, communication, agreement or arrangement with any competitor, including, but not limited to, consultation, communication, agreement or arrangement regarding:
- (i) prices;
  - (ii) methods, factors or formulas used to calculate prices;
  - (iii) the quality, quantity, specifications or delivery particulars of the Deliverables;
  - (iv) the intention or decision to submit, or not to submit, a proposal; or
  - (v) the submission of a proposal which does not meet the mandatory technical requirements or specifications of the RFP; and
- (b) it has not disclosed details of its proposal to any competitor and it will not disclose details of its proposal to any competitor prior to the notification of the outcome of the procurement process.

#### **Disclosure of Communications with Competitors**

If the proponent has communicated or intends to communicate with one or more competitors about this RFP or its proposal, the proponent must contact the RFP Contact and disclose the names of those competitors and the nature of, and reasons for, such communications.

#### **6. No Prohibited Conduct**

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

#### **7. Conflict of Interest**

The proponent must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFP. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the proposal; **AND** (b) were employees of the Town within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, the proponent must contact the RFP Contact and set out the details of the actual or potential conflict.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

## **8. Disclosure of Information**

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Town to the advisers retained by the Town to advise or assist with the RFP process, including with respect to the evaluation of this proposal.



## APPENDIX D – MAPS

Table 5 - Pipeline Section Map Reference

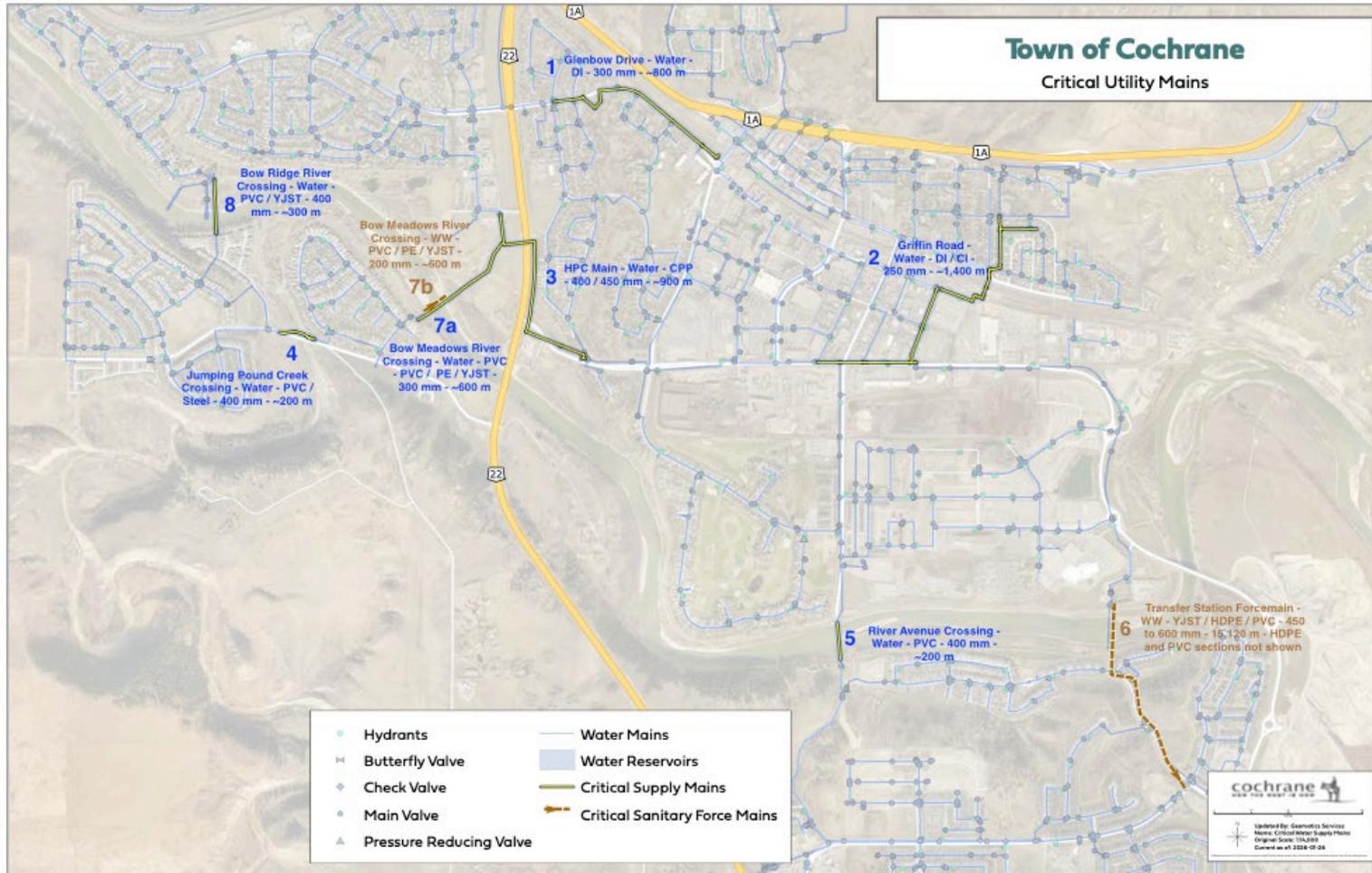
Map Ref #	Name	Utility	Material	Assumed Diameter (mm)	Assumed Length (m)
1	Glenbow Drive	Water	DI	300	800
2	Griffin Road	Water	DI or CI	250	1400
3	HPC Main	Water	CPP	400 / 450	900
4	Jumping Pound Creek Crossing	Water	PVC / Steel	400	200
5	River Avenue Bridge Crossing	Water	PVC (Certa Lok)	400	200
6	Transfer Station Forcemain	WW	YJST / PVC / HDPE	450 - 600	15120
7a	Bow Meadows River Crossing	Water	PVC / PE / YJST	300	600
7b	Bow Meadows River Crossing	WW	PVC / PE / YJST	200	600
8	Bow Ridge River Crossing	Water	PVC / YJST	400	300

Abbreviations Note:

- Asbestos Cement - AC
- Cast Iron – CI
- Concrete Pressure Pipe - CPP
- Ductile Iron - DI
- Polyvinyl Chloride - PVC
- High Density Polyethylene-HDPE
- Steel – Steel
- WW - Wastewater
- Yellow Jacket Steel – YJST



Figure 1 - Critical Mains Map





## APPENDIX E – PRICING TABLE



Table 6 – Pricing Table

Pipeline Information						Pricing					
Pipeline Pricing Ref #	Name	Utility	Material	Assumed Diameter (mm)	Assumed Length (m)	Inspection Tool Resolution	Unit	Name of Inspection Tool	Mandatory Item - Low-resolution Inspection Cost (\$)	Optional Item - High-Resolution Inspection Cost (\$)	Optional Item – High-Resolution Conditional Assessment Cost (\$)
1 L	Glenbow Drive	Water	DI	300	800	Low	LS				
1 H	Glenbow Drive	Water	DI	300	800	High	LS				
2	Griffin Road	Water	DI or CI	250	1400	Low	LS				
3 L	HPC Main	Water	CPP	400 / 450	900	Low	LS				
3 H	HPC Main	Water	CPP	400 / 450	900	High	LS				
4	Jumping Pound Creek Crossing	Water	PVC / Steel	400	200	Low	LS				
5	River Avenue Bridge Crossing	Water	PVC (Certa-Lok)	400	200	Low	LS	CCTV			
6 L	Transfer Station Forcemain	WW	YJST / PVC / HDPE	450 - 600	15120	Low	LS				
6 H	Transfer Station Forcemain	WW	YJST	450	920	High	LS				



REQUEST FOR PROPOSALS

7a	Bow Meadows River Crossing	Water	PVC / PE / YJST	300	600	Low	LS				
7b	Bow Meadows River Crossing	WW	PVC / PE / YJST	200	600	Low	LS				
8	Bow Ridge River Crossing	Water	PVC / YJST	400	300	Low	LS				

Notes:

- Asbestos Cement - AC
- Cast Iron – CI
- Concrete Pressure Pipe - CPP
- Ductile Iron – DI
- High (Resolution) – H
- Low (Resolution) - L
- Polyvinyl Chloride - PVC
- High Density Polyethylene-HDPE
- Lump Sum - LS
- Steel – Steel
- WW - Wastewater
- Yellow Jacket Steel – YJST
- LS – Low-Resolution
- HS – High-resolution
- ██████████ Do not enter cost

