



# **REQUEST FOR EXPRESSIONS OF INTEREST**

## **CONTRACTOR PRE-QUALIFICATION FOR SEWAGE SCREENING EQUIPMENT**

**RFEOI No. PS20210959**

**Issue Date: August 9, 2021**

**Issued by: City of Vancouver (the "City")**

**IN RESPECT OF**  
**Pre-qualifying contractors to supply and maintain screening sewage equipment for use in**  
**heat pumps and similar equipment.**

**REQUEST FOR EXPRESSIONS OF INTEREST No. PS20210959 (the “RFEI”)**

**EXPRESSIONS OF INTEREST WILL NOT BE PUBLICLY OPENED.**

**NOTES:**

1. An Expression of Interest should be submitted by email prior to 3:00pm on **September 9, 2021** (the “**Closing Time**”) in accordance with the following:
  - Subject of the file to be: PS20210959 - Pre-Qualification of Contractor for Sewage Screening Equipment RFEI - *Vendor name*
  - Document format for submissions:
    - Schedule 1-5 in PDF format, - 1 combined PDF file, and;
    - Any additional attachments if required.
  - Zip the files to reduce the size or email separately if needed.
  - Send your submissions to [Bids@vancouver.ca](mailto:Bids@vancouver.ca); do not deliver a physical copy to the City of Vancouver.
  - Submitting the files via Drop box, FTP, or similar programs, is not acceptable.
  - Due to cybersecurity concerns, the City of Vancouver will quarantine any inbound email with attachments not in PDF or Microsoft Office formats which will result in non-delivery to Supply Chain Management and will be deemed not submitted. Non-compliant file formats will be detected and quarantined even if they are compressed, zipped, renamed, and include password protected zipped files.
  - The maximum number of attachments allowed in an email message is 250 attachments.
  - The maximum size limit for an email message, including all attachments, is 20MB per message
2. Each Expression of Interest must be marked with the vendor’s name and the RFEI title and number.
3. “Vancouver Time” will be conclusively deemed to be time in the City of Vancouver, as indicated in the electronic timestamp the Proposal receives upon delivery to the email address specified herein, which is in turn synchronized to Network Time Protocol (NTP) provided by the National Research Council of Canada adjusted to local Pacific Time Zone.
4. **DO NOT SUBMIT EXPRESSIONS OF INTEREST BY FAX.**
5. All queries related to this RFEI should be submitted in writing to the attention of:

Donabella Bersabal

Email: [Donabella.bersabal@vancouver.ca](mailto:Donabella.bersabal@vancouver.ca)

(the “**Contact Person**”)

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## SECTION 1 GENERAL INFORMATION

### 1.1 Introduction

The City of Vancouver (the “City”) is seeking expressions of interest (“Expressions of Interest”) from contractors with expertise in screening sewage for use in heat pumps and similar equipment. If successful on this Expressions of Interest, it is expected that a number of companies or teams will be a part of a shortlist of contractors. The shortlisted contractors will later be invited to submit a proposal in response to a subsequent Request for Proposal (“RFP”) to supply, maintain and service and operate sewage screening systems that will be used in the City’s False Creek Energy Center (FCEC) to treat screen sewage for use in heat pumps that the City operates to deliver heat to the False Creek/Olympic Village neighborhood.

### 1.2 Background

The FCEC supplies thermal energy to buildings in the False Creek neighborhood to provide low carbon space heating and domestic hot water. A portion of the energy that is delivered to the neighborhood is obtained by directing sewage through heat pumps to extract the latent heat from the sewage. Sewage is screened and then directed through the heat pumps. The heat pumps extract the heat from the sewage and heat a separate water loop. The hot water is then pumped through the neighborhood. Gas-fired boilers are used to supplement the heat pumps.

Due to growth in the area, heating demands will be rising, and the City is expanding the FCEC. The expansion of the FCEC involves the addition of two new heat pumps and upgrading the sewage screening systems for the existing heat pump.

### 1.3 Key Dates

Respondents should take note of the following dates:

| Event                  | Time and Date                   |
|------------------------|---------------------------------|
| Deadline for Enquiries | September 2, 2021               |
| Closing                | September 9, 2021 at 3:00:00 pm |

All references to time in the RFEOI are references to the Vancouver Time mentioned in Notes #3 above.

### 1.4 Sustainability

1.4.1 The City’s Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City’s approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City’s commitment to maximize benefits to the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each City contractor is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Expressions of Interest, to the extent applicable.

1.4.2 Vendors are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that a vendor supply materials, and where such

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materials may cause adverse environmental effects, the vendor should indicate the nature of the hazard(s) in its Expression of Interest. Furthermore, each vendor is asked to advise the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

**1.5 RFEOI Process**

- 1.5.1 Interested parties (“**Respondents**”) are required to respond to this RFEOI in accordance with the instructions set forth in this RFEOI.
- 1.5.2 Expressions of Interest are being requested in order to afford the City of Vancouver the opportunity to gauge such responses and evaluate Respondents’ expertise, so that the City may then conduct a more formal procurement process, tailored (as determined in the City’s discretion) to the responses received and limited, should the City so determine, to all or some of the RFEOI Respondents. The City currently anticipates that it will carry out a request for proposals and that the same will be released to multiple qualified Respondents during the period stated in Schedule 1 – Description of Requirements.
- 1.5.3 Notwithstanding the foregoing, the City may, as a result of the RFEOI, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).
- 1.5.4 The RFEOI process is aimed at encouraging businesses with the required level of expertise to participate. Respondents should ensure that their Expressions of Interest demonstrate expertise in sewage screening system that may be suitable for this project.
- 1.5.5 Any potential Respondent is requested to refrain from submitting an Expressions of Interest if it is not willing to submit bona fide proposal or tender in relation to the subject matter of the RFEOI if the City invites the Respondent to participate in a request for proposals or invitation to tender.
- 1.5.6 If a potential Respondent believes that the City may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the City may advise the vendor regarding the matter.

**1.6 RFEOI Documents**

- 1.6.1 This RFEOI consists of:
    - (a) the cover page hereof and sections 1 through 6 hereof; and
    - (b) schedules as follows:
      - (i) Schedule 1 – Description of Requirements;
      - (ii) Schedule 2 – Letter of Expression of Interest;
      - (iii) Schedule 3 – Format for Expressions of Interest; and
      - (iv) Schedule 4 – Certificate of Existing Insurance
      - (v) Schedule 5 – Declaration of Supplier Code of Conduct Compliance
- (collectively, the “**RFEOI Documents**”)

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- 1.6.2 If the City of Vancouver issues any amendments or addenda to the RFEOI Documents, such amendments or addenda will form part of the RFEOI Documents. It is the sole responsibility of all Proponents to check the City's website at: <http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments or addenda to the RFEOI Documents, including questions and answers posted by the City in relation to this RFEOI.

## **SECTION 2 QUALIFICATION CRITERIA**

### **2.1 General**

The City currently expects to base its decision with respect to each Respondent's qualification (or not) to participate in a request for proposals on (i) whether the statement of qualifications submitted by the Respondent as part of its Expression of Interest (its "**Statement of Qualifications**") has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

### **2.2 Key Personnel and Subcontractors**

- 2.2.1 As part of its Statement of Qualifications, a Respondent should submit the names of proposed key personnel and subcontractors.
- 2.2.2 Qualification to participate in a request for proposals may be conditioned on the use of the key personnel and subcontractors specified in a Statement of Qualifications, or other personnel or subcontractors approved in advance by the City.
- 2.2.3 A Respondent should therefore not change its key personnel or subcontractors without discussing the same with the City.

## **SECTION 3 COMMUNICATIONS**

Respondents may not communicate with the City about the RFEOI except in writing by fax or email to the contact person listed on the cover page of this RFEOI.

## **SECTION 4 SUBMISSION OF EXPRESSIONS OF INTEREST**

### **4.1 Delivery**

Each Respondent should submit a single electronic copy of its entire Expression of Interest by email to [bids@vancouver.ca](mailto:bids@vancouver.ca). It is each Respondent's sole responsibility to ensure delivery of its Expression of Interest by the Closing Time. All submissions should be made at the Respondent's sole cost and expense.

### **4.2 Late Expressions of Interest**

The City of Vancouver may, in its discretion, accept, or reject and return, any Expression of Interest received after the Closing Time.

### **4.3 Form of Expressions of Interest**

Each Expression of Interest must consist of a letter in the form set forth in Schedule 2 together with a Statement of Qualifications in the format set forth in Schedule 3, an insurance

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certificate in the form set forth as Schedule 4 and declaration of Supplier Code of Conduct compliance in the form of Schedule 5.

**4.4 Lack of Information**

Following receipt of an Expression of Interest, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the City's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Expression of Interest.

**4.5 Material Changes**

Respondents should inform the City of Vancouver of any material change in information that might affect their qualification status at any time during the RFEOI process. Participants in a request for proposals will be required to update key qualification information at the time of proposal submission. Prior to the entry into any agreement for goods or services, a successful vendor will be required to confirm its continued status.

**SECTION 5 REVIEW OF EXPRESSIONS OF INTEREST**

**5.1 Evaluation by the City of Vancouver**

The City will review the Expressions of Interest submitted to determine whether, in the City's opinion, each Respondent has demonstrated that it has the required experience and qualifications in order for it to advance in the City's procurement process. In doing so, the City currently expects to base its decision with respect to each Respondent on (i) whether the Statement of Qualifications submitted by the Respondent has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFEOI Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements. The City currently expects to select a number of Respondents ("**Pre-Qualified Respondents**"); provided that:

5.1.1 the determination of which Respondents are designated as Pre-Qualified Respondents will be at the sole discretion of the City; and

5.1.2 the City reserves the right to limit the number of Respondents designated as Pre-Qualified Respondents.

**5.2 Inquiries**

The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the statements, documents, and information submitted in connection with an Expression of Interest and may seek clarification from a Respondent's bankers and clients regarding any financial and experience issues.

**5.3 Non-Conforming Expressions of Interest**

Expressions of Interest which fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these RFEOI Documents may be rejected by the City of Vancouver, in its discretion. Notwithstanding the foregoing or any other

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provision of these RFEOI Documents, the City may at its sole discretion elect to retain for consideration Expressions of Interest which deviate either materially or non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail to conform to any other requirement of these RFEOI Documents.

**SECTION 6 NOTIFICATION AND RFP PROCESS**

**6.1 Notification of Prequalification**

Following the Closing Time, the City of Vancouver will only notify those Respondents which are selected as Pre-Qualified Respondents (or with which the City proposes to proceed to negotiate an agreement). The City of Vancouver thanks all other Respondents for their interest.

**6.2 Changes after Pre-Qualification**

Any change in the structure or formation of a Pre-Qualified Respondent will be subject to prior written approval of the City prior to the deadline for submission of proposals or tenders. The City may deny that approval if the change in the structure or formation of the Pre-Qualified Respondent, from that presented in the Expression of Interest, would have affected whether or not the Respondent would have been short-listed in the first instance.

**6.3 The City of Vancouver Rights**

6.3.1 The City may, without liability to any Respondent or Pre-Qualified Respondent, may:

- (a) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent request for proposals process, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
- (b) reject or accept any or all Expressions of Interest;
- (c) cancel the RFEOI process and reject all Expressions of Interest;
- (d) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
- (e) request that any Respondent provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents; or
- (f) terminate the RFEOI process and enter into direct negotiations with any party whether or not a Respondent .

6.3.2 By submitting an Expression of Interest, a Respondent acknowledges and agrees that these RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement (except on the limited terms and conditions expressly stated in Schedule 2), and that submission of an Expression of Interest by a Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other Respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated in Schedule 2 with respect to confidentiality).

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6.3.3 The form of letter set forth in Schedule 2 also contains a release of the City’s liability and other important terms and conditions that should be reviewed carefully by each Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.

**6.4 Information Disclaimer**

6.4.1 The City makes no representation, warranty or undertaking with respect to these RFEOI Documents and the City and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFEOI Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the City.

6.4.2 Each Respondent should conduct its own independent investigations of all relevant matters and must not rely on the City in such regard. The information contained in the RFEOI Documents is provisional and is expected to be superseded by information in a request for proposals and other documents.

**SECTION 7 CONFLICTS/COLLUSION/LOBBYING**

**7.1 Conflicts of Interest Generally**

Each Respondent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent’s or any proposed subcontractor’s organization (a “person having an interest”) or any spouse, business associate, friend or relative of a person having an interest is:

- (a) an elected official or employee of the City; or
- (b) related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent’s Expression of Interest by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**7.2 Former City Employees**

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFEOI obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**7.3 Other Clients**

Each Respondent must disclose whether the Respondent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFEOI would create a conflict of interest or the appearance of a conflict of interest between the Respondent’s duties to the City and the Respondent’s or its subcontractors’ duties to such third party. The City will evaluate each matter disclosed to determine whether and to what

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extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**7.4 Collusion**

Each Respondent is required to disclose whether the Respondent is competing for purposes of the RFEOI with any entity with which it is legally or financially associated or affiliated. Each Respondent must also disclose whether it is cooperating in any manner in relation to the RFEOI with any other Respondent responding to the RFEOI. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**7.5 Lobbying**

Each Respondent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFEOI or sought, other than through the submission of its Expression of Interest, to influence the outcome of the RFEOI process. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFEOI in light of the particular matter.

**SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS**

**A. SYSTEM DESCRIPTION**

1. The City has prepared preliminary designs for the FCEC upgrades. Pertinent drawings of the proposed upgrades are mentioned in section E of this Schedule 1.

**The FCEC will have two separate sewage screening systems as detailed below: one system for the existing heat pump, and one for the two new heat pumps.**

**1.1 Screening System #1 - Screening System for the Existing Heat Pump**

- a. The existing heat pump is a 3 MW Tecsir heat pump.
- b. The normal sewage flow through the existing heat pump is 110 L/s. This flow rate decreases during times when the heat pump becomes fouled.
- c. A variable speed sewage pump, P-811, is used to try to maintain flow through the heat pump at 110 L/s.
- d. The general sequence of flow will be as follows:
  - Sewage flows by gravity into the wet well.
  - The sewage flows into a sump in a side-channel of the wet well sewage pump.
  - A sewage pump, P-811 will pump the sewage from the sump, through the screening systems, and then through the existing heat pump.
  - The screening system for the Tecsir heat pump will have two parallel screen systems, with each screen system having the capacity to accommodate the full flow demands if/ when the second unit is off line for maintenance or repair.
  - ‘Spent’ sewage from the heat pump will be returned to the wet well.
  - At times a portion of the sewage is used again and sent through the screening system and heat pump for a ‘second pass’ to extract more heat.
  - Solids from the screening system will be returned back to the wet well, downstream of the P-811 sump.

**1.2 Screening System #2 - Screening Systems for the 2 New Heat Pumps**

- a. The facility expansion will involve the addition of two new heat pumps. The new heat pumps are 3.3 MW each and will be supplied by Johnson Controls / CYK.
- b. The normal sewage flow through the new heat pumps will be 90 L/s each (180 L/s total). This flow rate will decrease during times when the heat pumps become fouled.
- c. The general sequence of flow will be as follows:
  - Sewage that collects in the City’s Nelson Street Pump Station is pumped through the Nelson force main to the 8<sup>th</sup> Avenue Interceptor.
  - A side stream of sewage is directed off from the Nelson force main to the FCEC.
  - The sewage side stream will be directed through the screening systems.
  - The screening system for the CYK heat pumps will have three parallel screen systems, with two of the screen systems having the capacity to accommodate

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the full flow demands if/ when one of the three screening systems is off line for maintenance or repair.

- The screened sewage will then flow through two variable speed sewage pumps, P-1260 and P-1270, which will pump the sewage through the heat pumps. The pumps will adjust their speed as needed to try to maintain a flow of 90 L/s through each heat pump.
- The 'spent' sewage will flow from the heat pumps back to the Nelson force main. At times a portion of the sewage will be recycled back through the screening system and heat pumps for a 'second pass' to extract more heat.
- Solids from the screening system will be directed to the sewage return line, downstream of the heat pumps.

**2. Existing Screening Systems**

- 2.1 The facility has an existing traveling fine screen that screens sewage as it flows into the P-811 sump. The intention is to remove or decommission this travelling fine screen. The concern with the travelling fine screen is that it requires a lot of maintenance, and it is located in a confined space area.
- 2.2 The facility is currently using two Sharc 880 automatic strainer systems as a trial pilot system. The City is generally satisfied with the performance of this system.

**B. SCOPE OF WORK**

**1. Screening System Requirements**

The following is a summary of the requirements for the screening systems:

**1.1 Screen System Location**

- a. The screening systems will be located in a dry-well pump room.

**1.2 Screening Performance and Solids Management**

- a. The screening system shall be fully automated with automatic solids rejection systems.
- b. The screening systems must be capable of handling all materials normally present in sewage. The sewage receives no treatment upstream of these screening systems. Some of the bulkier materials that can be present include plastic bags, gloves, soda bottles, soda cans, gravel, metal shards etc.
- c. The maximum size of solids passing the screening systems will be 3 mm (1/8").
- d. The screening systems will be capable of directing the screened solids back to the destination locations.

**1.3 Equipment Skids**

- a. Equipment shall ideally be supplied on skids with minimal site assembly required.
- b. It is expected that multiple screening systems (skids) will be supplied to provide system redundancy.
- c. The current designs involve two screening systems operating in parallel to treat the 110 L/s flow for the existing Tecsir heat pump, and three screening systems operating in parallel to treat the 180 L/s flow for the two new CYK heat pumps.

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- d. The screening systems should be sized to provide the required flow through the heat pumps when a screening unit on each side is not operational.
- e. The screening systems shall be supplied as a complete 'package' with all equipment, valves, instrumentation etc. supplied and controlled by vendor control panel(s).
- f. The skid shall be designed so that equipment is readily accessible for maintenance purposes.

**1.4 Design Flows**

Design flow of each screening system (skid) shall be 110 L/s of screened water. Influent flows may be higher than this value to allow for reject water.

**1.5 Design Pressures:**

- a. The screening systems shall be designed to accommodate normal working pressures of 65 psi and occasional system pressures up to 90 psi.
- b. Screening System #1 - Screens for existing Tecsir heat pump:
  - Line pressure upstream of heat pumps and downstream of the screening system: 30 psi to 65 psi
  - Pressure of solids discharge back into wet well: 0 psi (open discharge)
- c. Screening System #2 - Screens for two new CYK Heat Pumps:
  - Line pressure upstream of the sewage pumps and heat pumps, and downstream of the screening system: 2 psi to 20 psi
  - Pressure of solids discharge pipe back into the sewage return line downstream of heat pumps: 15 psi to 25 psi.

**1.6 Design Pressure Drop**

At an output produced screened water flow rate of 110 L/s, the pressure drop across the proposed screening systems shall be no greater than 110 kPa (8 psi) with clean water and no greater than 210 kPa (15 psi) under a fouled scenario with sewage.

**1.7 Back-flush water**

- a. Back-flush water is not available.

**1.8 Construction**

- a. Stainless steel body and piping.

**1.9 Power and Control**

- a. Voltage available is 600 V and 208 V.
- b. The screening systems shall be controlled by one or more Contractor control panels.
- c. The screening systems will include all instrumentation and related equipment needed for fully independent operation. Minimum system instrumentation includes upstream and downstream pressure and flow rate.
- d. The facility's main PLC will provide an 'enable' command to start the screening systems, and will receive status signals from the screening system control panel(s).

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- e. Control panels will be supplied with an Ethernet connection to allow the facility's main PLC to monitor the status and performance of the screening systems.
  - f. All electrical equipment shall carry a CSA approval label or labels from other agencies (acceptable to Technical Safety BC) considered equivalent to CSA.
- 1.10 Compressed Air
- a. Compressed air is not available.
- 1.11 Supply and Installation
- a. If successful, the scope of work would involve supply of the equipment.
  - b. It is expected that installation of the equipment would be by others (the General Contractor), with a final inspection by the Contractor.
  - c. Commissioning and start-up services would be by the Contractor and coordinated in conjunction with the start-up and commissioning for the main facility upgrades.
  - d. Training for City staff would be required.
- 1.12 To guide the responses, a list of requested information and metrics is listed below. Respondents are asked to provide as much of the following information as is available:
- A. Requested Information
- a. Corporate background of the Respondent
    - i. Describe the type of entity (for example, individual, corporation, partnership, sole proprietorship) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is the acting lead
    - ii. Provide company location and location of service staff
    - iii. Provide reference list for up to three existing clients for sewage screening technology
    - iv. Provide proof of demonstrated performance in similar application and at least 3 client references from the past 10 years to support demonstrated performance
  - b. Describe the sewage screening technology including components, connections and requirements of the system. **Include description of the solids removal process.**
  - c. Provide layout of the sewage screening device within the project site
  - d. Describe electrical requirements (power and phase)
  - e. Describe maintenance requirements, including estimated down time for maintenance
  - f. Provide timeline for delivery of sewage screening technology
  - g. Known risks and external factors affecting the ability to provide the sewage screening technology within the timeline stated in (ix) above
  - h. Regulatory requirements or approvals required for installation of the sewage screening technology at the project site.
  - i. List of certifications or standards that your product has. (i.e. CSA approval etc.)

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B. Metrics

- a. Minimum screened particle size
- b. Maximum sewage flow rate
- c. Maximum operating pressure
- d. Differential pressure
- e. Number and size of connections
- f. Space requirements / size of system.
- g. Cost (see section C below)

2. Maintenance Contract

- 2.1 The City also intends to enter into a maintenance and service contract with the Contractor.
- 2.2 The details of the maintenance and service contract will be negotiated, but will generally involve:
  - a. The vendor shall provide monthly, quarterly and annual inspections and maintenance service visits.
  - b. The vendor shall provide service visits within 72 hours' notice in the event of equipment failures and/or screened flowrates less than the design flow rates.
  - c. The vendor's maintenance crews shall use their own tools and equipment for maintenance and service activities.
  - d. The service contract shall be inclusive of labour and all materials and parts require to conduct planned maintenance and unplanned failure repairs.
  - e. The City will provide a fresh water source and allow use of the overhead crane to facilitate maintenance activities.
  - f. Contract penalties will be applied if the issues are not resolved within a set time after the service visits are conducted.
- 2.3 The term of the service contract will be determined but is expected to be in the order of 5 years to 10 years.

**C. COST REQUIREMENT**

Respondent shall provide costs for the following:

1. Supply

- 1.1 Provide costs for supply of the 5 screening systems, complete with the features described above.
- 1.2 Installation of the screening systems will be by others (by a general contractor).
- 1.3 Costs to include supply of Installation requirements / instructions from the successful vendor. (Installation instructions not required for the RFEOI submission).
- 1.4 Costs to include final inspection / sign-off of correct installation by the general contractor prior to start-up.
- 1.5 Costs to include start-up and commissioning support.

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1.6 Costs to include operator training.

2. Maintenance Contract

2.1 Provide costs for the maintenance contract, as described above. The minimum duration of the maintenance contract will be 5 years, and options of up to 10 years will be welcomed.

2.2 Provide location or base of operations for the maintenance staff.

3. Other

3.1 City will review alternate or optional scopes of work for the supply and maintenance of the screening systems, but the general ease of accommodating the proposed screening systems into the City's facility and upgrade designs will be considered.

**D. EVALUATION CRITERIA**

Responses will be evaluated based on the criteria outlined below:

1. Demonstrated performance in similar applications
2. Proximity and availability and experience of maintenance staff
3. Willingness to enter into a maintenance and service contract
4. Perceived reliability of equipment
5. Cost of supply of the sewage screening units
6. Cost of maintenance and service contract (5 to 10 years)
7. Pressure drop across system
8. Complexity of system
9. Space requirements of system

Note: The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.

**E. CITY-PROVIDED DOCUMENTS AND DRAWINGS**

- Sewage Screening Equipment Drawings (incorporated by reference)

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**SCHEDULE 2 – LETTER OF EXPRESSION OF INTEREST**

*[Letterhead paper of the Respondent or participant responsible for a joint venture, including full postal address, telephone and facsimile.]*

Date: *[Insert]*

TO: THE CITY OF VANCOUVER (the “City”)

RE: EXPRESSION OF INTEREST -- REQUEST FOR EXPRESSIONS OF INTEREST NO. PS20210959 (the “RFEOI”) IN RESPECT OF CONTRACTOR PRE-QUALIFICATION FOR SEWAGE SCREENING EQUIPMENT

1. Being duly authorized to represent and act on behalf of *[Insert full corporate name and if a joint venture, then state “on behalf of...” and list the full corporate names of the companies forming the joint venture]*, the undersigned hereby submits the attached Statement of Qualifications and supporting materials on behalf thereof.
2. Herein, the term “Respondent” refers to *[insert full corporate name and if a joint venture, then state “...refers to each of” and list the full corporate names of the companies forming the joint venture]*.
3. The City and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Expression of Interest, and to seek clarification from the Respondent’s bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFEOI.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFEOI.
5. The City may contact the following persons for further information:

*[Respondent to insert information - minimum of 3 references]*

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6. This Expression of Interest is made with the full understanding and agreement that:
  - (a) any information submitted during qualification may be subject to verification by the City of Vancouver, including during evaluation of any subsequent proposal or tender;
  - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFEOI (and consistent with this Expression of Interest) if the City invites the Respondent to participate in a request for proposals or invitation to tender;
  - (c) the City of Vancouver may:
    - (i) amend the scope and description of the goods and services to be procured under the RFEOI or any subsequent request for proposals process, varying them

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from those described in the RFEOI, or amend the qualifications that may be required to meet the City's requirements;

- (ii) reject or accept any or all Expressions of Interest;
  - (iii) cancel the RFEOI process and reject all Expressions of Interest;
  - (iv) cancel the RFEOI process and commence a new process in respect of the same request for proposals with the same or an amended set of documents, information or requirements;
  - (v) request any respondent to provide additional information or clarification or goods samples or demonstrations without requesting such information from all respondents; or
  - (vi) terminate the RFEOI process and enter into direct negotiations with any party whether or not a respondent; and
- (d) the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent acknowledges and agrees that the RFEOI Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Expression of Interest by the Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other respondent's Expression of Interest in any particular manner or undertake the City's RFEOI process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
8. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFEOI.
9. Except only and to the extent that the City is in breach of Section 10 of this letter, the Respondent now releases the City, its officials, its agents and its employees from all liability for any costs, damages or losses incurred in connection with the RFEOI, including any cost, damages or losses in connection with:
- (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees any obligation or duty under the RFEOI;
  - (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFEOI; or
  - (c) the manner in which the City: reviews, considers, evaluates or negotiates any Expression of Interest; addresses or fails to address any Expression of Interest; or resolves to enter into any contract or not enter into any contract.
10. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the City's right to publicly disclose information about or from any Expression of Interest, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFEOI, the City will treat the Expression of Interest (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.

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11. The Respondent acknowledges receipt of the following amendments and addenda (if applicable);
- Amendment/Addendum No. *[Complete]*      Date: *[Complete]*
- Amendment/Addendum No. *[Complete]*      Date: *[Complete]*
- Amendment/Addendum No. *[Complete]*      Date: *[Complete]*
12. Any dispute relating to the RFEOI (except to the extent that the City breaches Section 10 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the City's Director of Legal Services;
  - (b) Section 9 of this letter, and the other provisions hereof, will apply; and
  - (c) The Respondent will bear all costs of the arbitration.
13. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Expression of Interest are true and correct in every detail.

Respondent Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cheque Payable/Remit to Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

GST Registration No.: \_\_\_\_\_ Date and Jurisdiction of Incorporation: \_\_\_\_\_

City of Vancouver  
Business License No.  
(or, if available, Metro  
West Inter-Municipal  
Business License No.): \_\_\_\_\_ WorkSafeBC Registration No.: \_\_\_\_\_

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**SCHEDULE 3 – FORMAT FOR EXPRESSIONS OF INTEREST**

Expressions of Interest submitted by Respondents should consist of:

1. a completed and duly executed Letter of Expression of Interest (the foregoing Schedule 2);
2. a completed and duly executed insurance certificate and a completed and duly executed declaration of Supplier Code of Conduct Compliance (the following schedules 4 and 5); and
3. a Statement of Qualifications, consisting of and arranged as follows:

(a) **Title Page (1 page)**

The title page should identify the RFEOI number identified on the cover page of this RFEOI, the Closing Time, and the Respondent's name, address, telephone number, fax number and contact person.

(b) **Table of Contents / Index**

(c) **Requested Information (Reference: Schedule 1 – Description of Requirements)**

Provide content and organize responses according to the requested information and qualification listed in Schedule 1 of this RFEOI. Use the same headers in your Response.

Please limit the body of the Expression of Interest to 10 pages maximum, not including appendices information.

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SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE

Please use attached form.



CERTIFICATE OF EXISTING INSURANCE
TO BE COMPLETED AND APPENDED TO THE PROPOSAL/TENDER

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. THIS CERTIFICATE IS ISSUED TO: City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.

2. NAMED INSURED (must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)

BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS

DESCRIPTION OF OPERATION

3. PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)

INSURER Insured Values (Replacement Cost) -
TYPE OF COVERAGE Building and Tenants' Improvements \$
POLICY NUMBER Contents and Equipment \$
POLICY PERIOD From to Deductible Per Loss \$

4. COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)

Including the following extensions: INSURER
Personal Injury POLICY NUMBER
Property Damage including Loss of Use POLICY PERIOD From to
Products and Completed Operations Limits of Liability (Bodily Injury and Property Damage Inclusive) -
Cross Liability or Severability of Interest Per Occurrence \$
Employees as Additional Insureds Aggregate \$
Blanket Contractual Liability All Risk Tenants' Legal Liability \$
Non-Owned Auto Liability Deductible Per Occurrence \$

5. AUTOMOBILE LIABILITY INSURANCE for operation of owned and/or leased vehicles

INSURER Limits of Liability -
POLICY NUMBER Combined Single Limit \$
POLICY PERIOD From to If vehicles are insured by ICBC, complete and provide Form APV-47.

6. UMBRELLA OR EXCESS LIABILITY INSURANCE Limits of Liability (Bodily Injury and Property Damage Inclusive) -

INSURER Per Occurrence \$
POLICY NUMBER Aggregate \$
POLICY PERIOD From to Self-Insured Retention \$

7. PROFESSIONAL LIABILITY INSURANCE

INSURER Limits of Liability
POLICY NUMBER Per Occurrence/Claim \$
POLICY PERIOD From to Aggregate \$
Deductible Per Occurrence/Claim \$

If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date:

8. OTHER INSURANCE

TYPE OF INSURANCE Limits of Liability
INSURER Per Occurrence \$
POLICY NUMBER Aggregate \$
POLICY PERIOD From to Deductible Per Loss \$
TYPE OF INSURANCE Limits of Liability
INSURER Per Occurrence \$
POLICY NUMBER Aggregate \$
POLICY PERIOD From to Deductible Per Loss \$

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER Dated

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**SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE  
DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <<https://policy.vancouver.ca/AF01401P1.pdf>>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, expression of interest or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of \_\_\_\_\_(*vendor name*), I declare that I have reviewed the SCC and to the best of my knowledge, \_\_\_\_\_(*vendor name*) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (*include all violations/convictions that have occurred in the past three years as well as plans for corrective action*).

| Section of SCC / title of law | Date of violation /conviction | Description of violation / conviction | Regulatory / adjudication body and document file number | Corrective action plan |
|-------------------------------|-------------------------------|---------------------------------------|---|------------------------|
|                               |                               |                                       |   |                        |
|                               |                               |                                       |   |                        |

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of \_\_\_\_\_(*vendor name*).

Signature: \_\_\_\_\_  
Name and Title: \_\_\_\_\_