



**North
Battleford**

TERMS OF REFERENCE

City of North Battleford

Request for Proposal

For

Integrator Services for Wastewater Control System Modernizations

Project #: WW8707

March 2026

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1. INTRODUCTION AND BACKGROUND

The City of North Battleford is Saskatchewan's seventh (7th) largest City and currently operates a mechanical wastewater treatment facility servicing the local population of approximately 13,500 residents. The Wastewater Treatment Plant (WWTP) utilizes a control system consisting of instrumentation, PLC controllers, communications and software systems to provide automatic process controls necessary to maintain operations on a 24/7 basis.

The WWTP has undergone several upgrades to these systems in recent years, including upgrades from the original Allen Bradley PLC5 controllers in use at the facility to a modern Allen Bradley ControlLogix hardware platform. At the time of upgrade, the existing programming was ported from the Allen Bradley PLC5 to the ControlLogix PLC platform without feature modernization. Operators interact with the PLC controllers via a SCADA application based on Wonderware Intouch 2014R2, Win911, and Wonderware Historian 2014R2.

The City has recently modernized the Potable Water Control Systems utilized at the Water Treatment Plants, Booster Stations and Reservoirs, moving away from the Wonderware platform to a modern SCADA solution based on VTScada. It is the intent of this project to harmonize the wastewater system with the modernized potable water system such that the wastewater control system is reprogrammed to use the same programming style, add on instructions and methods within wastewater control system as used in the potable water system. In addition, the Wonderware SCADA and associated software is to be replaced with a modernized VTScada application.

2. SCOPE OF PROFESSIONAL SERVICES

The purpose of this RFP is to hire a qualified Integrator Team to complete the required design and implementation of a modernized control system at of this facility.

The implementation of modernized WWTP control system must be completed in phases and carefully coordinated with the City to ensure no disruption to wastewater treatment is experienced.

The City has identified the typical scope of work required for implementation of the modernized control system and expects that this project will generally include the following services:

- Standards Review and Update
- Preliminary Design
- Detailed Design
- PLC & SCADA Systems Integration
- Construction Management
- Supply and Installation of Required Hardware Systems

- Commissioning Management
- Operational Support during Warranty Period

Based upon available information, the City can provide the following information regarding the size and complexity of the existing control system at the WWTP facility:

WWTP

Hardware Platforms:

- Allen-Bradley ControlLogix – 1 Processor, 5 IO drops, Ethernet
 - Chassis 0:
 - Processor
 - Ethernet Module
 - Chassis 1:
 - Ethernet Module
 - 112 x 24Vdc Inputs | 32 x 24Vdc Output
 - Chassis 2:
 - Ethernet Module
 - 48 x 4-20mA Analog Inputs | 16 x 4-20mA Analog Output
 - Chassis 3:
 - Ethernet Module
 - 64 x 24Vdc Inputs | 16 x 24Vdc Output
 - 32 x 4-20mA Analog Inputs | 18 x 4-20mA Analog Output
 - Chassis 4:
 - Ethernet Module
 - 160 x 24Vdc Inputs | 32 x 24Vdc Output
 - Chassis 5:
 - Ethernet Module
 - 16 x 24Vdc Output
 - 80 x 4-20mA Analog Inputs | 24 x 4-20mA Analog Output
- Allen-Bradley SLC 5/05 – 1 Processor, Ethernet
 - Blower Control Panel:
 - Ethernet Module
 - 48 x 24Vac Inputs | 16 x Relay Output
 - 32 x 4-20mA Analog Inputs | 8 x 4-20mA Analog Output
- Allen-Bradley Micrologix 1500 – 1 Processor, Serial to Ethernet Bridge
 - Drum Thickener Control Panel:
 - 12 x 120Vac Inputs | 12 x Relay Output
 - 2 x 4-20mA Analog Output

Software Platforms:

- Wonderware InTouch (1 View Node | 1 Development Node / Historian)
- Redundant Wonderware Historian located at City Hall
- Win911

The intent of the modernization at the WWTP is to replace the PLC and SCADA programming using standardized add on instructions. The programming conventions in use at the existing Potable Water System ControlLogix PLCs will form the basis for all programming throughout this project. Respondents can request a copy of sample PLC programs from the City. It is intended that the control strategies for the Wastewater Treatment Plant are not changed, however the integrator will be responsible for fully documenting detailed Control Philosophy and Control Narratives as these documents do not currently exist. The Control Narrative shall provide description of the control processes in plain English, the Control Philosophy shall provide a more detailed and technical description of the control processes, as well as document setpoints, alarm points and priority, range and span of instruments etc. at the time of commissioning.

Riverview Lift Station

Hardware Platforms:

- Allen-Bradley ControlLogix – 1 Processor, Ethernet
 - Chassis 0:
 - Processor
 - Ethernet Module
 - 112 x 24Vdc Inputs | 32 x 24Vdc Output
 - 16 x 24Vdc Output
 - 48 x 4-20mA Analog Inputs | 16 x 4-20mA Analog Output

Software Platforms:

- Wonderware InTouch – WWTP Application
- Wonderware InTouch – On-Site Application

Parsons Lift Station

Hardware Platforms:

- Allen-Bradley MicroLogix 1400 – 1 Processor Ethernet
 - Chassis 0:
 - Processor, Built-in Ethernet
 - 20 x 120Vac Inputs | 12 x 120Vac Output

Software Platforms:

- Wonderware InTouch – WWTP Application

Landfill Leachate Lift Station

Hardware Platforms:

- Allen-Bradley MicroLogix 1400 – 1 Processor, Ethernet
 - Chassis 0:
 - Processor, Built-in Ethernet
 - 20 x 120Vac Inputs | 12 x 120Vac Output

Software Platforms:

- Wonderware InTouch – WWTP Application

SEQ Lift Station

Hardware Platforms:

- Allen-Bradley MicroLogix 1400 – 1 Processor, Ethernet
 - Chassis 0:
 - Processor, Built-in Ethernet
 - 20 x 120Vac Inputs | 12 x 120Vac Output

Software Platforms:

- Wonderware InTouch – WWTP Application

It is not anticipated that the PLC programming in use at the Riverview, Parsons, Landfill Leachate, or SEQ Lift Stations will require modifications for this project. It is also not anticipated that the PLC hardware will be upgraded as part of this project. The scope of work required at these locations will be to integrate each station with the new VTScada application developed for the WWTP. The lift stations are currently integrated into the WWTP Wonderware application using an existing ethernet radio network. The functionality of the lift station in Wonderware, at a minimum, shall be implemented in the WWTP VTScada application.

Central SCADA Applications

The existing Wonderware SCADA platforms which monitor the above stations will be abandoned. To accompany the new PLC programming a VTScada software application will be developed. The City intends to utilize a “Dual Server” license with one runtime / development node at the WWTP and one runtime / development node at City Hall. All alarming and reporting functionality currently provided by Win911, Wonderware Historian and xLReporter must be developed on the new VTScada system. The existing system contains several hundred callout alarms and produces numerous reports on a daily basis to monitor WWTP performance.

The intent of modernizing the WWTP control systems is to develop a robust, resilient, standardized PLC and SCADA system which conforms to industry standards and will allow the City to expand the system in the future.

The City has determined the following components will be utilized throughout the design process as they will best meet the current and future requirements of the City. These components follow the City’s Standard Control system specifications (attached as Appendix D) which shall be followed during all design and construction phases.

- PLC Hardware: Allan Bradley ControlLogix IO Platform – As Required
- Network Hardware: Moxa EDS Series Layer 2 Managed Switches – As Required

- SCADA Software: VTScada Version 12 – 1 x 10000 Tag Dual Server (to be supplied by the integrator)
- SCADA Computers: HP ProDesk (x 2 Central PC) (to be supplied by the integrator, see City of North Battleford Standard Control Specifications in Appendix D)

Based upon the selected PLC, SCADA and Networking hardware the City is seeking integration services related to the design and implementation of the modernized control systems. The services will include, at a minimum, the following scope of work:

Preliminary Design

The preliminary design phase of the project will see the integrator develop, review and confirm the standard conventions to be utilized throughout the project. This phase is anticipated to include the following scope of work.

- Project kickoff meeting.
- Data gathering and information review. The City has limited record drawings for the facilities in questions and will provide documentation which is available to the selected proponent.
- Site Visits. Information to be gathered includes:
 - Instrumentation and Equipment details and wiring interconnections
 - PLC / SCADA programs
 - Control strategy information collected from device configuration, station interconnection, and operator interviews
- Preliminary Design Workshop with operations and integrator staff to discuss the following preliminary information:
 - Functional Requirements / Level of Automation. The City desires that the control system will allow for full Supervisory Control of all equipment, allowing operations staff to remotely adjust all parameters, start, and stop equipment.
- PLC & SCADA Templates. The integrator will demonstrate the standardized programming templates which will be utilized to develop the PLC programs (based on existing Potable Water System ControlLogix PLC programming) and corresponding SCADA system. Documentation will be required for all templates detailing the structure, programming implementation, operation, and user interfaces develop for each template. All templates will utilize User-Defined Data Types within the PLC and will correspond to VTScada Tag Types developed by the integrator. All VTScada Tag Types will utilize Parameter Expressions to auto-generate all tag addresses. Corresponding to each VTScada Tag Type will be a variety of Widgets developed based on industry standard High Performance graphics conventions. The integrator will be responsible to develop PLC and SCADA templates for the following typical program components:
 - Analog Input – Includes HH,H,L,LL,Fault alarms with setpoints and delays

- Discrete Alarm – Includes adjustable delay setpoint
- Motor (Fixed and Variable speed) – Includes typical motor alarms
- Chemical Pumps – Includes typical dosing calculations
- Two Position Valves – Includes fail to open / close alarms
- Modulating Valves – Includes fail to open / close / move alarms
- Flow Totalizers – Includes pulsed or calculated totals
- PLC IO Module Monitoring – Generates alarms based on IO faults
- Programming Conventions. The integrator will demonstrate a typical PLC program, SCADA display and associated functionality to the City. The following SCADA components must be documented and demonstrated:
 - PLC & SCADA Tag Naming, conforming to ISA 5.1
 - Alarm Management, conforming to ISA 18.2
 - Alarm Priority Modification
 - Alarm Disable / Shelve
 - Alarm Notifications via. Voice, email, and SMS
 - SCADA Graphics, conforming to ISA 101
- Automated Reporting. The integrator will configure an automated reporting system which will produce daily summary reports of analog values indicating daily and monthly minimum, maximum, average, totals, and manual data entry values for all data points identified by the City. Proponents may request sample copies of the City's existing reporting templates.
- A Control Narrative and a Control Philosophy will be developed for the WWTP detailing the existing control strategies, alarm setpoints, alarm delays, staging / sequencing, and all other process control related settings and strategies. The control narrative and control philosophy must detail all rack-to-rack communications and clearly define failure modes in the event of communications loss. The City currently has no formal control philosophy documentation; existing control philosophies shall be developed based upon review of the existing PLC programs and discussions with City staff. Changes to the control philosophy shall be incorporated into new PLC programs prior to commissioning of facilities.
- Hardware requirements at the WWTP including required PLC, communications equipment, controls panel hardware, wiring and installation.
- All of the foregoing will be documented in a Design Basis Memorandum. After a two-week review period, a meeting will be scheduled to review the DBM, upon finalization the integrator may proceed to the next phase of the project.

Detailed Design

Based upon the finalized DBM the integrator may proceed with the design phase of the project. At a minimum, this phase of the project is anticipated to include:

- Wiring Diagrams
- Electrical specifications
- Commissioning specifications. The integrator will be responsible for developing detailed commissioning specifications which will include definition of commissioning phases, documentation requirements, and stakeholder responsibilities.

- Development of Pre-Commissioning Checklists
- Items above to be presented at 95% design review for comment by the City

PLC & SCADA Programming

Based upon the finalized DBM the integrator may proceed with the programming phase of the project. At a minimum, this phase of the project is anticipated to include:

- PLC programming, based on WWTP control philosophies and City's standard specifications
- Development of automated reporting solution, to replicate existing wastewater system report functionality
- Development of alarm notification system to provide customizable alarm scheduled for operations callouts over voice, SMS and email
- 50% review workshop with City staff to demonstrate progress, screen layouts, alarm system operation, and other SCADA conventions
- Adjustment of programming based upon comments received during review workshop
- 95% review workshop with City staff to demonstrate progress, screen layouts, alarm system operation, and other SCADA conventions
- Factory Acceptance Testing (FAT) with City staff to confirm final acceptance of SCADA programming
- Supply and installation of three SCADA computers, associated licenses and ancillary hardware and software as specified in the City's standard specifications.

Installation and Construction Phase Services

As the project enters the construction phase, the following services are anticipated to be required:

- Installation and Construction of work defined in the Detailed Design Phase
The Integrator team shall provide all hardware and construction services required for the installation of a complete and fully operational system meeting the requirements of this RFP and the construction documents developed during the Detailed Design.
- Commissioning Manager Services. The integrator will appoint a commissioning manager who will be responsible to liaison with the selected contractor to assist the contractor through the commissioning process. Commissioning manager will be responsible to assist the contractor in development of detailed commissioning work plans (work plans must show discrete tasks, responsibilities, and estimated durations), enforce commissioning requirements detailed in specification, confirm that work plans are followed, and verify that documentation is completed.
 - Commissioning documentation provided by and completed by the Commissioning Manager shall include check lists complete with integrator and contractor sign offs. The check lists shall provide the following information at a minimum:

- PLC Terminations: termination quality (tight, exposed conductor fully in terminal, etc), wire labelled, and function test
- PLC Inputs & Outputs: Type and Voltage, Rack/Slot/Channel, Device Tag, Signal Name, Description, and function test.
- Systems Integration Services. The integrator will be responsible for loading and testing the PLC program for WWTP, coordinating IO testing, testing and confirming the documented control narrative and control philosophy, and testing and confirming the desired SCADA functionality including alarm notifications. The integrator shall demonstrate proficiency with the selected hardware and software platforms and should indicate the number of years' experience with each product, as well as other similar projects which have been completed with the selected products.
- Operational & Technical Training. The integrator will be responsible for developing and delivering a detailed SCADA Operations Training course and SCADA Troubleshooting & Maintenance course. The courses will include instruction related to the new SCADA system including: user management, navigation, toolbars, process graphics, alarm screens, alarm notification system, trending system, reporting system, and remote access. The integrator shall indicate how many hours of on-site training, as well as a typical training outline in their proposal.

Post Construction Services

Post construction services will be required throughout the contract warranty period. It is expected that the warranty period for this project will be one year. The integrator should detail the anticipated delivery method of each of the services required during this period. Post construction services will include the following:

- Assistance with support issues which are the responsibility of the Integrator.
- Availability for system enhancements and support request not related to the implementation project. Integrator to provide indication of rate structure and response methods for emergency and non-emergency support requests.
- Integrator must demonstrate ability to respond to support requests within a timely manner and must have ability to provide on-site support response within 24 hours for emergency situations.

3. SERVICES TO BE SUPPLIED BY THE CITY

The City has assigned Kevin Kristian, as the project coordinator to represent the City. Josh Rawlyk and Nathan Martel, will also be overseeing the project and will give advise to the Project Coordinator.

The Project Coordinator and their delegates will serve as a liaison between the Integrator and City Administration. The Project Coordinator and/or their delegates will inspect the proposed and completed work and have the right to reject any or all work that is not according to standards or has been otherwise determined to be unacceptable. All costs related to rejected work are the responsibility of the Contractor and the Integrator.

4. PROPOSAL CONTENTS

The Integrator's proposal will be divided into the following sections in this order for ease of evaluation:

- Introduction.
- A table of the organization proposed showing the Integrator's support staff and sub-consultants.
- A brief statement of qualifications and experience for each individual expected to perform work on this contract. Experience and qualifications with the specified equipment should be highlighted.
- Availability.
- Methodology.
- Company experience on similar projects of this amount including references. Each reference should have a contact person and municipality that the City may contact to verify the experience.
- Integrator's fee schedule for the duration of the project.
- Integrator's Insurance.
- Any other miscellaneous items the proponent feels that is relevant to the project.

Proposals will be valid for ninety (90) days.

Each proposal will be evaluated using the point scheme as shown in Appendix A.

5. FEE SCHEDULE

The Integrator's fees will include all costs for material, labour and equipment for the Integrator to complete the above work.

If additional Sub-Consulting firms are considered necessary for successful completion of the project, the cost for retaining those firms as well as proposed personnel and fees must be provided in the original agreement and will be subject to approval by the Director of City Operations.

Prices quoted are to be net prices and are to remain firm during the effective dates of this RFP. All pricing provided to be quoted in Canadian Funds inclusive of all

applicable taxes, duties and fees at the time of closing, where applicable and shall be F.O.B. any point in the City of North Battleford

The included fees will be quoted as an up-set limit. Any additional expenses above the quoted prices need to be approved in writing by the Director of City Operations.

The bids shall be open and irrevocable for ninety (90) days from the RFP closing date and time.

Any proposed bids are not necessarily accepted.

The City reserves the right to give preference to any integrator whose bid includes any material, specifications, or methods of execution that are deemed by the City of North Battleford to be superior to those of any other integrators.

The rights of the parties shall be governed by the contractual terms and shall be interpreted in accordance with the laws of the Province of Saskatchewan.

City determination of the successful integrator shall be final.

The RFP that is accepted or rejected will be notified in writing.

6. WORK SCHEDULE

The integrator will provide an estimate on their schedule identifying any key critical time periods that they cannot provide services to the City during the period of this contract.

The City of North Battleford reserves the right to delete any portion of the work from the contract should it be deemed in the interest of the City to do so. In case of deletion, the amount deleted shall be deducted from the City contracted amount.

7. QUESTIONS

All proponents interested in submitting a proposal for the 2026 RFP for Integrator Services for Waste Water Control System Modernizations should register with "Office of the City Clerk" by email at tenders@cityofnb.ca no later than **April 9, 2026**. Any questions received, and the associated responses will be sent to all registered applicants via email. Any question must be asked a minimum of three (3) days before the closing of the RFP. Inquiries received after the deadline shall not be answered.

8. ADDENDUMS

The City of North Battleford reserves the right to extend the submission deadline by issuing an addendum at any time before the submission deadline or before the date previously specified in any addendum extending the submission deadline.

9. SUBMISSION DETAILS

Incomplete Request for Proposals (RFP) will not be accepted.

Proponents bidding on the 2026 RFP for Integrator Services for Wastewater Control System Modernizations must submit electronic PDF, with the subject marked “Project **WW8707** RFP for Integrator Services for Wastewater Control System Modernizations”, and must be received **no later than 2:00 pm (CST), Wednesday, April 15, 2026.**

E-mail bids will be accepted and must be addressed to Stacey Hadley:

E-mail: tenders@cityofnb.ca

Subject: RFP for Integrator Services for Wastewater Control System Modernizations

A Proponent may withdraw their proposal at any time prior to submission deadline by notifying the Deputy City Manager & City Clerk, Stacey Hadley.

10. PROPOSAL REVIEW AND ACCEPTANCE

a) PROPOSAL ACCEPTANCE PERIOD

All proposals shall be kept open for acceptance by the City of North Battleford City Operations Department for ninety (90) days after the date of submission unless subsequently revised by addendum.

b) PROPOSAL SELECTION

To evaluate proposals, points will be awarded in accordance with the evaluation criteria outlined in Appendix A. A selection committee from the City of North Battleford, will review all proposal received by the deadline and will develop a final ranking of the most qualified proposal.

Depending on the relative quality of the proposal, the City may invite the prospective integrators to an interview with the City staff to present their qualifications and interests for the project.

The intent of the evaluation process is to fairly evaluate the Integrator's understanding of the project, their team experience, historical performance, equipment to be used, current workloads and proposed fees.

Once the preferred Integrator has been identified, the City of North Battleford may enter into discussions with that proponent to clarify any outstanding issues and to identify and finalize those portions of the proposal, including negotiation of any changes that will form part of the final agreement.

c) INTEGRATOR INTERVIEWS

The City's selection committee may wish to short list and conduct interviews with those integrators whose proposal seem to meet of most the City's requirements. The interviews would be between 1 to 1-1/2 hours in length to discuss the Integrator's qualification and how they plan to go forth with the project. The Integrators that are short listed, will be contacted; if and when the interviews will take place; the date of the interview; and the appropriate time. All interviews will take place in the City of North Battleford, City Hall. The Integrator and their team be responsible for all costs to attend the interview.

d) COST OF PREPARATION/PROPRIETARY OR INTELLECTUAL PROPERTY RIGHTS

All costs incurred by a Integrator in the preparation of this Proposal submission, or in providing additional information necessary for the evaluation of its submission, will be borne by the Integrator.

e) INTENTION OF THE CITY

It is the intention of the City to obtain a proposal most suitable to its interests and what it wishes to accomplish. Therefore, notwithstanding any other terms or conditions of this RFP, the City has a right to:

- Waive any irregularity, insufficiency, or non-compliance in any proposal submitted
- Accept or reject all or part of any proposal
- Negotiate with a proponent to modify its proposal to best suit the needs of the City
- Accept the proposal that it determines to be most favourable to the interests of the City.

f) STATEMENT OF DECISIONS AND LIMITATIONS

These Terms of Reference are not an offer by the City to enter into a contract/agreement with a responding Integrator. Only the execution of a written contract will obligate the City in accordance with the terms and

conditions in such contract. These Terms of Reference represent the City's request to receive proposals from qualified Integrators.

This Terms of Reference does not commit the City to award a contract, to pay any costs incurred by the Integrator in the preparation of a proposal in response to this request, or to procure or contract services or supplies. The City reserves the rights to accept or reject any or all proposals received pursuant to this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP if it is in the best interest of the City to do so. The City may require the selected Integrator to participate in negotiations and to submit any costs breakdowns, or other revisions of their proposal, as a result of any such negotiations.

g) STATEMENT OF CONFIDENTIALITY

In order to protect the confidentiality of City sanctioned projects, all information obtained by the Integrator shall not be disclosed to anyone except personnel authorized by the City. As well, all public communications and/or media inquiries regarding the subject property will be made through the appropriate City Department. Under no circumstance should the Integrator disclose or discuss any information pertaining to the work to any member of the public or media without prior written approval. Breach of confidentiality may result in termination of the Integrator's contract and legal action taken.

The City acknowledges that each response may contain information that includes the proponent's trade secrets or commercial, financial, labour relations, scientific or technical information of or about a proponent and agrees that proposals in response to this Request for Proposal (RFP) are provided in confidence and protected from disclosure to the extent permitted under law. All proposals will be kept confidential during the evaluation phase, but the proponents acknowledge that all proposals may be openly discussed by City Council should staff recommend a proponent's submission.

The City of North Battleford is governed by The Cities Act and designated as a Local Authority pursuant to The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP). Therefore, all information collected during the Request for Proposal (RFP) process, including executed Contracts and Agreements may be subject to inspection through a Freedom of Information and Access Request in accordance with those regulations.

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

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

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

h) CONTRACTOR INSURANCE

The Integrator will have a minimum professional liability insurance policy of single limit of not less than \$1,000,000 each claim, incident, or occurrence, with an annual aggregate limit of \$2,000,000.

The Integrator will have a professional errors or omission insurance policy of not less than \$2,500,000 each claim, incident, or occurrence, with an annual aggregate limit of \$5,000,000.

Both the professional liability and the Error and Omission insurance must provide extended reporting period coverage for claims made within two years after the construction is completed.

The Integrators and their sub-consultants must have an automobile liability for a minimum of \$1,000,000 per accident for bodily injury and property damage.

The bidder will provide a certificate of insurance from their insurance provider stating the bidder has the above insurance policies and amounts.

i) INDEMNIFICATION

The Integrator shall defend, indemnify, save and hold the City harmless from any and all claims, suits, judgments and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from any performance under this RFP, or a subsequent purchase order or contract entered into by City and Integrator, its employees, subcontractors, or assigns, including legal fees, court costs, or other legal expenses. Integrator acknowledges that it is solely responsible for complying with the terms of this RFP or a purchase order or contract arising out of this RFP. In addition, the Integrator shall, at its expense, secure and provide to the City, prior to beginning performance under a contract, all insurance coverage as required in this RFP.

j) DEVIATION OF SPECIFICATIONS

The Bidder shall clearly indicate, as applicable, all areas in which the items/services he/she proposes do not fully comply with the requirements of this submittal. The decision as to whether an item fully complies with the stated requirements rests solely with the City.

k) NO COLLUSION

By offering a submission to this RFP, the Bidder certifies that no attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a submission for the purpose of restricting competition.

The only person(s) or principal(s) interested in this submission are named therein and that no person other than those therein mentioned has/have any interest in this submission or in agreement to be entered. Any prospective firm should make an affirmative statement in its proposals to the effect that, to its knowledge, its retention would not result in a conflict of interest with any party.

l) SAFETY

The Bidder will read, sign and adhere to the City's Service Provider Agreement during the entire project. A sign copy of the City's Service Provider Agreement will be included in the integrator's proposal.

The Integrator, their employees and sub-consultants who will be employed on this project will arrange a time to meet with the City's Safety personnel before work commences for a presentation and discussions about the City's Health and Safety Procedures.

The Integrator will ensure that they, their staff and their sub-consultants will adhere to the City's safety policy and procedures.

m) INTEGRATOR'S CONTRACT AGREEMENT

The Integrator who receives authorization to proceed with this project will be required to enter into a formal agreement with the City of North Battleford.

The agreement will include but not be limited to:

- The Request for Proposals, (RFP)
- The Integrator's proposal bid to the RFP.
- A comprehensive breakdown of the Contractor's fee structure.
- A completed Service Provider Agreement (Appendix B)

n) INTEGRATOR BUSINESS LICENSE

The selected Integrator will ensure that they have a valid and current City of North Battleford's business license during the duration of the contract.

o) INTEGRATOR'S PST NUMBER

The selected Integrator will provide the City with their PST number for the City's records.

p) INTEGRATOR'S GST NUMBER

The selected Integrator will provide the City with their Federal GST number for the City's records.

q) **INTEGRATOR'S BUSINESS LICENSE**

The selected Integrator will obtain and maintain a City of North Battleford business license until the project has been completed, including the warranty period. In addition, all sub-consultants working under the Integrator will obtain and maintain a business license while working in the City of North Battleford.

r) **LITIGATION**

The City will not consider any proposals from bidders or the bidder's sub-contractors that are in litigation with the City.

s) **CONTRACTOR AND/OR INTEGRATOR SAFETY POLICY**

The Integrator and/or Contractor will supply a copy of their safety procedures manual to the Project Coordinator within 10 days of being awarded the Contract. The Project Coordinator will review the procedures and if necessary, contact the Integrator and/or Contractor to make necessary changes to procedures to meet City standards.

The Integrator and/or Contractor, their employees and sub-Contractors who will be employed on this project will arrange a time to meet with the Project Coordinator before work commences for a presentation and discussions about the City's Health and Safety Procedures.

The Integrator and/or Contractor will ensure that they, their staff and their sub-contractors will adhere to the City's safety policy and procedures.

11. **CONDITIONS OF PAYMENT**

The City of North Battleford has standard procedures for the handling of accounts and all payments will be subject to the approval of the Director of City Operations.

The City of North Battleford will make one payment to the prime Integrator for fees and services actually rendered to the date of the invoice. The total amount will be limited to the Integrator's invoice. The City has the right to ask for more information regarding any invoices submitted to the City. Any excess invoices will not be paid, and the Integrator and City will meet to negotiate a proper fee. Additional expenditures affecting the project and not included as part of the original Integrator's service agreement (change of scope) will however be considered but will require prior approval by the Director of City Operations and City Council before proceeding. The Integrator will be in good standing and a clearance form from the Saskatchewan Ministry of Finance stating the Integrator is in good standing with their Provincial Sales Tax. Failure to provide documentation from the Saskatchewan Ministry of Finance may result in the City holding back payment until the letters are provided.

All invoices will be submitted to the City's Project Coordinator for processing. Any question(s) the City's Project Coordinator has regarding the integrator's invoicing will be answered as soon as possible. Question(s) that are not answered regarding the integrator's invoice, will result in the invoice being held back from processing until the question(s) is fully answered.

Expenses incurred for non-consumable items will be considered, however the items will then become the property of the City of North Battleford and will be turned over to the Project Coordinator at the end of the project.

12. PROPOSER'S LETTER TO THE CITY OF NORTH BATTLEFORD

The integrator will sign and return the form on Appendix C when submitting their proposed bid to the City.

Appendix A

Proposal Evaluation Criteria

1. PROJECT UNDERSTANDING (20 POINTS)

- The Integrator's understanding and appreciation of the projects' scope and magnitude and familiarity with local conditions.
- Completeness with respect to proposal request.

2. METHODOLOGY (10 POINTS)

- Description of methodology and associated tasks.
- Proposed schedule for tasks.
- Communications and reporting scheme/plans.

3. PROFESSIONAL'S EXPERIENCE (15 POINTS)

- Technical experience associated with projects of this nature.
- Experience with Allen-Bradley PLC platforms and VTScada software. Preference will be given to firms who are Advanced Certified VTScada Integrators.
- Experience working with public agencies.

4. STAFF AND PROJECT QUALIFICATIONS (20 POINTS)

- Qualifications of project staff, key personnel's level of involvement in performing related work.
- Training and / or certifications of key staff related to selected hardware / software.
- Adequacy of labour commitment.
- Concurrence in the restriction on changes in key personnel.

5. PAST PERFORMANCE (20 POINTS)

- Provision of external references for related projects. Information to include project name, owner, contact person and contact telephone number.
- Past performance, experience and knowledge of the City of North Battleford's Treatment Facilities.

6. FEES (15 POINTS)

- Provision of projected time for project.
- Cost of project unit prices and total cost.

Appendix B
Service Provider Agreement
To be included with proposal

Appendix C
PROPOSER'S LETTER TO THE CITY OF NORTH BATTLEFORD
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INTEGRATOR CONTRACT

**FAILURE TO COMPLETE, SIGN AND SUBMIT THIS FORM IN WITH THEIR BID, MAY
RESULT IN REJECTION OF THE SUBMITTED OFFER**

The undersigned, having read, understood and have full knowledge of the specifications for the services specified herein, offers and agrees that this offer shall be irrevocable for at least 60 calendar days after the Request For Proposals (RFP) closing date. Further if our proposal is accepted by the City of North Battleford, we agree to furnish any and/or all services as described herein at the prices offered and within the time specified.

COMPANY NAME: _____

COMPANY ADDRESS: _____

PHONE: _____ **FAX:** _____

CONTACT PERSON NAME: _____

CONTACT PERSON PHONE: _____

CONTACT PERSON EMAIL: _____

ASSURANCES - The Proposer attests that:

1. The person signing this offer has the authority to submit an offer and to represent Proposer in all phases of this procurement process;
2. Acknowledgment that the submitting agent meets or exceeds insurance requirements as outlined in the RFP.
3. The information provided herein is true and accurate.
4. The Proposer fully understand and recognize that the City of North Battleford is not bound to accept this proposal, and the Proposer also understand and accept that the Proposer shall bear all costs associated with its preparation and submission and that the City of North Battleford will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
5. The Proposer is registered or can be registered as a business in the Province of Saskatchewan.
6. The undersigned Proposer declares and stipulates that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same Work, and that it is made subject to all the terms and conditions of the Request for Proposal and associated documents, all of which have been examined by the undersigned.
7. Any false statement may disqualify this offer from further consideration or be cause of the contract termination.

Signature: _____

Date: _____

Appendix D
Standard Control System Specifications

Appendix E
WWTP Control System Block Diagram

CITY OF NORTH BATTLEFORD - WASTE WATER TREATMENT PLANT

