



CITY OF PORT ALBERNI

REQUEST FOR PROPOSAL

RFP 021-25

**Environmental Consulting Services &
Receiving Environment Monitoring**

Issued: December 10, 2025

1. **PURPOSE**

The purpose of this Request for proposal is to solicit submissions from qualified and experienced firms to perform sampling, testing and reporting of the receiving environment from the City of Port Alberni wastewater treatment facility.

Proponents, for all or any part, shall base their proposal on furnishing everything including all labour, materials, tools, equipment and all necessary supplies and incidentals required to fulfil the scope of works. The proponent in their proposal must state any deviation from these requirements.

2. **SCOPE OF SERVICES**

The scope of services includes the administration of the 2026, 2027 and 2028 receiving environment monitoring programs and includes the following tasks:

- Reviewing relevant background material.
- Obtaining all necessary permits and approvals prior to field work.
- Completing the Years 2026, 2027, 2028 (All 4 quarterly events) of the Receiving Environment Program as outlined in the REMP including WQ and DO testing, Groundwater sampling, Tidal Chanel sampling, vegetation survey, Benthic invertebrate sampling, Sediment sampling
- Presenting an annual summary of results to the Liquid Waste Monitoring plan committee (LWMP).
- Responding to inquiries and requests for information from the City, or the Ministry of Environment.
- Producing annual 2026, 2027 and 2028 reports for submission to the Ministry of Environment

Some of these tasks may change or be reduced if changes are made to the REMP and operating certificate. At this time the groundwater sampling and vegetation survey are being considered for removal, however other tasks may change during the term of this contract.

A table outlining the annual sampling over view is attached.

3. **SUBMISSION INSTRUCTIONS**

Deadline for Questions is January 5, 2026 by 4:00pm, local time. Questions will only be received by email to purchasing@portalberni.ca

Any questions received will be responded to in an addendum that will be posted to the City of Port Alberni website at <https://www.portalberni.ca/bid-opportunities>

Proposal response deadline is January 14, 2026 no later than 4:00:00 pm, local time.

Submissions received after the deadline will be deemed non-compliant and will not be considered.

Submissions must include the following for evaluation:

- a) Company background, history, and areas of expertise;
- b) Qualifications;
- c) 2 references for similar services, preferably for a municipality;
- d) Names and locations of accredited labs for analysis work;
- e) Cost breakdown for each quarterly event: Fieldwork, laboratory, project management etc.;
- f) Cost breakdown for annual reports;
- g) Cost implications of change or reduced sampling scope due to OC changes
- h) Submission must be in English
- i) Submission must be in pdf format in an attachment to an email

The City will be under no obligation to receive further information, whether written or oral, from any bidder

Note:

Interested parties will check the City of Port Alberni website for Addenda. Any addenda issued for RFP021-25 will be found at <https://www.portalberni.ca/bid-opportunities>

4. PROPOSAL SUBMISSION AND EVALUATION

Proposal Evaluation:

Proposals will be evaluated on the basis of the best value to the City based on quality, service, price or other criteria provided in the RFP.

Proposals will be initially evaluated on the following basis:

Evaluation Category	Weighting
Corporate Profile, Experience and References	20
Project Team Qualifications and Relevant Project Experience	10
Project Understanding and Proposed Methodology	15
Work Plan and Project Schedule	25
Pricing	30
Total	100

Responses must include acknowledgement of the RFP document by initialing the boxes on each page.

Proposals submitted should be in enough detail to allow the CPA to determine the Proponent's qualifications and capabilities from the documents received. The selection committee, formed at the CPA's sole discretion, will score the Proposals in accordance with the criteria provided.

The CPA will evaluate proposals on a comparative basis by comparing one proponent's proposal to another proponent's proposal. The CPA reserves the right to not complete a detailed evaluation if the CPA concludes the proposal is materially incomplete or, irregular or contain any financial or commercial terms that are unacceptable to the CPA.

The CPA reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

Award of any contract will be subject to budget consideration and, if applicable, Council approval in accordance with the City of Port Alberni Purchasing Policy.

5. GENERAL CONDITIONS

5.1 No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.

5.2 Acceptance and Rejection of Submissions

This RFP does not commit the CPA, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The CPA reserves the right in its sole discretion cancel this RFP, up until award, for any reason whatsoever.

5.3 Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the CPA, its elected officials, appointed officials or employees.

5.4 Litigation Clause

The CPA will, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the CPA, its elected or appointed officers and employees in relation to:

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- any other contract for works or services; or
- any matter arising from the CPA's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the CPA will consider whether the litigation is likely to affect the Proponent's ability to work with the CPA, its consultants and representatives and whether the CPA's experience with the Proponent indicates that the CPA is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

5.5 Exclusion of Liability

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the CPA. The CPA will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

5.7 Ownership of Proposals

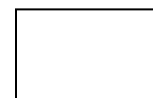
All Proposals, including attachments and any documentation, submitted to and accepted by the CPA in response to this RFP become the property of the CPA.

5.8 Freedom of Information

All submissions will be held in confidence by the CPA. The CPA is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the CPA will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.

5.9 Invoicing

Invoicing to the City of Port Alberni to be done quarterly. Invoices are to be sent attention to John Stephen via email to accounts_payable@portalberni.ca. Payment will be made within 30 days of receipt.



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6. COMPANY INFORMATION

Company Name: _____

Address: _____

Primary Contact Person: _____

Phone Number: _____

Fax Number: _____

E-mail: _____

SUBMITTED BY:

Name: _____

Signature: _____

Date: _____

The CPA reserves the right to accept some, all or none of the submitted Proposals and to change the scope of work before a purchase order is issued.



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Timing	Current REMP	Potential future REMP
<ul style="list-style-type: none"> First Quarter Each year 	<ul style="list-style-type: none"> DST profiles at all sites (A, B, C, D, E, F, H and Z plus diffuser). Water quality at all sites (including monitoring wells & tidal channels). 	<ul style="list-style-type: none"> DST profiles at all sites (A, B, C, D, E, F, H and Z plus diffuser). Water quality at all sites (Except tidal channels)
<ul style="list-style-type: none"> Second Quarter each year 	<ul style="list-style-type: none"> DST profiles at all sites (A, B, C, D, E, F, H and Z plus diffuser). Water quality at all sites (including monitoring wells & tidal channels). Vegetation survey around edge of lagoons (Section 2.3.2). 	<ul style="list-style-type: none"> DST profiles at all sites (A, B, C, D, E, F, H and Z plus diffuser). Water quality at all sites (Except tidal channels)
<ul style="list-style-type: none"> Late August or Early September 	<ul style="list-style-type: none"> DST profiles at all sites (A, B, C, D, E, F, H and Z plus diffuser). Water quality at all sites (including monitoring wells & tidal channels). Sediment quality and benthic invertebrates at Sites A, B, C, D, E and F. Additional water quality sampling for all parameters will occur (all sites) to obtain the five (5) weekly samples in thirty (30) days that are needed to compare to BC water quality guidelines. 	<ul style="list-style-type: none"> DST profiles at all sites (A, B, C, D, E, F, H and Z plus diffuser). Water quality at all sites (Except tidal channels) Sediment quality and benthic invertebrates at Sites A, B, C, D, E and F. Additional water quality sampling for all parameters will occur (all sites except tidal channels) to obtain the five (5) weekly samples in thirty (30) days that are needed to compare to BC water quality guidelines.
<ul style="list-style-type: none"> fourth Quarter Each year 	<ul style="list-style-type: none"> DST profiles at all sites (A, B, C, D, E, F, H and Z plus diffuser). Water quality at all sites (including monitoring wells & tidal channels). 	<ul style="list-style-type: none"> DST profiles at all sites (A, B, C, D, E, F, H and Z plus diffuser). Water quality at all sites (Except tidal channels).

APPENDIX A

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Additional/ Supporting Documentation

Provided as a separate document:

City of Port Alberni Wastewater Treatment Facility Operating Plan

City of Port Alberni 2024 Post Discharge Monitoring Annual Report

Operational Certificate 110576 CPA WWTP

Receiving Environment Monitoring Program



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End of RFP