

# **Request for Proposals**

## **For Consulting Services For Senanus Road Watermain Extension**

### **Background**

The Corporation of the District of Central Saanich is a municipality with a population of approximately 17,000. It is located on the Saanich Peninsula on Vancouver Island, British Columbia 15 kilometres north of the City of Victoria. The municipality is both rural and urban in nature and is approximately 5,000 hectares in size.

### **Nature and Scope of Work**

The objective of this assignment is to provide domestic potable water to 64 homes on Mt. Newton Cross Road and Senanus Drive. This involves the engineering, design, construction supervision and tender administration for the supply and installation of approximately 3000m of PVC watermain comprising of 1850m of 250mm PVC, 1120m of 150mm PVC with valves, fittings, a pressure reducing station and services to designated properties. A pre-design study which includes conceptual routing, water modeling and geotechnical investigation for the presence of bedrock along the conceptual route has been completed and is available in PDF format on the *Senanus Road Watermain Extension* webpage. Proponents should refer to Option 1, "Residential Demands" as the baseline for design considerations as detailed in the pre-design study. Fire flows or hydrants are not included in the scope of these works. Flush valves are required for unidirectional flushing in place of hydrants.

The proposed watermain is along a roadway that is subject to specific guidelines for construction and maintenance of a heritage road. These guidelines are available in PDF format on the *Senanus Road Watermain Extension* webpage along with the pre-design study and should be reviewed by proponents. Surface treatment shall be restored to the original chip-sealed condition as part of this project.

This project is funded in part by Canada-British Columbia Municipal Rural Infrastructure Grant (MRIF) and is subject to specific accounting and reporting requirements. Consultants should familiarize themselves with those requirements and the administration of grant related documentation. Periodic reporting, provision of work plans and any auditing requirements specific to the grant should be included in the proposals.

### **Proposals should include services in 3 phases**

#### **1. Engineering and Design:**

- a) Prepare engineering design drawings for the extension of a watermain including service connections to serve 64 properties located within the established service area (see the attached sketch). This shall include all associated survey work. Design and construction to be completed in accordance with Central Saanich Specifications and the Drinking Water Protection Act. The consultant shall make submissions necessary to obtain the Permit to Construct from Regional Health Authority.
- b) Provide an Archaeological Overview Assessment (AOA) in accordance with the Heritage Conservation Act as part of pre-design engineering. Coordinate any additional archaeological permitting requirements resulting from the assessment.

- c) Consult with DFO, Tsartlip First Nations and Tsawout First Nations during design and construction on environmental and fishery related issues and the presence of any "historical sacred sites" in the vicinity of the proposed watermain alignment.
- d) Consult with the Ministry of Environment on Provincial regulatory requirements related to this nature of project.
- e) Prepare tender documents (based upon MMCD). The District will provide for the advertisement of this Tender call, the printing of documents, making available to the public the tender documents and the hosting of the Tender Opening. The Consultant shall have a representative present at the Tender Opening. Analyze the tenders received and make a recommendation to the District on the Award of Contract. The Consultant may be required to present the recommendation at a Council meeting.

## **2. Upon award of the tender:**

- a) Administer contract documents.
- b) Provide all necessary construction layout, inspection, supervision, testing and certification to successfully conclude this project and bring into service the new watermain.
- c) Liaise with residents within the project area for construction schedules, water service locations, driveway access closures, etc.

## **3. Additional Grant Related Requirements**

- a) Prepare an RFP, (in-house or sub-contracted) for a District-wide water conservation plan in accordance with USEPA Water Conservation Guidelines. Receive and analyze submissions to make a recommendation to the District on the Award of Contract.
- b) Provide all associated quarterly and final progress reports as required by the granting authority. Comply with periodic reporting requirements, provision of work plans and any additional auditing requirements required by the granting authority.

## **Approval of Consultant**

Prior to commencement of the project, it may be required that selection of the Consultant be endorsed by either a Sub-Committee of the Municipal Council or by the Municipal Council.

## **Deliverables**

The consultant shall provide to the District copies of all design drawings, reports, permits, contracts, test results, inspection reports, design calculations, survey information and at the conclusion of the project an as-constructed drawing certified by a BC registered Professional Engineer.

## **Staff Liaison with Consultant**

The Central Saanich Senior Engineering Technologist will be the principal staff liaison with the consultant. The consultant will be required to meet with designated staff representatives to receive their direction and input.

## **Project Completion Date**

Engineering design shall be submitted to the Central Saanich for review by 24 June 2009 prior to referral to VIHA.

Tender Documents shall be available by 3 August 2009.

Construction is to commence by end September 2009, (subject to issuance of all construction permits) and complete by end December 2009.

## **Budget and Payment Terms**

Payment to the consultant will be made upon receipt of written invoices from the consultant for the completed services. Invoices shall contain a written statement of account detailing the specific services and deliverables completed, and the fees and expenses claimed.

## **Submission of Proposal**

The Consultant shall submit a written proposal which includes:

1. The Consultant's qualifications, background and directly related experience, including those individuals who may comprise a "project management/consulting team", and who will serve as primary contact(s) with the District. The proposal shall provide references of clients familiar with the end results. The proposal shall also include details of the equipment, the methods to be used for field work, data collection and the ability to address the various elements of the project.
2. All personnel and any sub-consultant(s) or specialized equipment to be assigned to this project.
3. The estimated numbers of hours and costs for each phase of the assignment.
4. The per hour rates to be charged for each personnel (including overhead and profit).
5. A bar graph schedule for completion of each project phase.
6. The total upset limit to be charged with all taxes included.
7. It is anticipated that the assignment will be awarded by 22 May 2009.

Please submit proposals, clearly marked "**Senanus Road Watermain Extension**" by 3:30pm Friday, 1 May 2009:

Yvan Sylvestre, ASCT.  
Senior Engineering Technologist, District of Central Saanich  
1903 Mt. Newton Cross Road  
Saanichton, B.C., V8M 2A9  
Telephone: (250) 544-4208

Proposals must include a breakdown of costs by project component. Proposals received by e-mail or facsimile transmission may not be accepted.

All documents, reports, proposals, submittals, work papers or other material submitted to the District from the bidder shall become the sole and exclusive property of the District, in the public domain, and not the property of the bidder. The bidder shall not copyright or cause to be copyrighted any portion of said documents to the District as a result of this solicitation.

## **Limitations**

The District reserves the right to reject any or all proposals and to accept the proposal(s) deemed most favourable to the interests of the District.

The District of Central Saanich shall not be obligated in any manner to any proponent whatsoever until a written agreement has been duly executed relating to an approved proposal. While the District of Central Saanich has used considerable efforts to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The District of Central Saanich will assume no responsibility for any oral information or suggestion(s).

## **General Terms and Conditions**

This Request for Proposals (RFP) is subject to the following general terms and conditions.

- 1.** An authorized representative of the proponent must sign the Proposal submitted.
- 2.** Proposals are irrevocable until a contract has been negotiated with the successful proponent or the Request for Proposal process is terminated.
- 3.** The District of Central Saanich is subject to the provisions of the Freedom of Information and Protection of Privacy Act. As a result, while Section 21 of the Act does offer some protection for third party business interests, District of Central Saanich cannot guarantee that any information provided to District of Central Saanich can be held in confidence.
- 4.** All inquiries regarding this Request for Proposals must be directed to: Yvan Sylvestre in writing, by fax to 250-652-4737.

Questions and answers will be shared with all proponents.

- 5.** Any verbal representations, promises, statements or advice made by any employee of District of Central Saanich, other than that offered through Yvan Sylvestre, should not be relied upon.
- 6.** The proponent shall indemnify and save harmless the District of Central Saanich, its employees and agents from and against all losses, costs, expenses, claims and judgments relating to labour, materials, inventions, copyrights, trademarks and patents and from all losses, costs, expenses, claims and judgments arising out of in any way related to the performance of any contract entered into as a result of this Request for Proposals process, including those relating to personal injury, property damage or death.