



Sunshine Coast Regional District

Request for Proposal

Number: 2537030

for

Detailed Design and Engineering – Egmont Water Treatment Improvements

Issue Date:

November 4, 2025

Closing Date of

December 5, 2025 at 3:00 PM local time

OPTIONAL SITE MEETING: A site meeting will be held on November 21, 2025 at 2:00 pm local time at enter 6621 Egmont Road, Egmont BC. Proponents need to RSVP by noon on November 20, 2025 to purchasing@scrd.ca if no RSVPs are received the site meeting may be cancelled.

CONTACT: All enquiries related to this Request for Proposal, including any requests for information and clarification, are to be submitted by November 24, 2025 and directed, in writing, to purchasing@scrd.ca, who will respond if time permits with a Q&A on BCBid by November 28, 2025. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either **(1)** include a copy of this cover page that is signed by an authorized representative of the Proponent or **(2)** be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at <https://www.bcbid.gov.bc.ca/>). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V7Z 0A8**

Regardless of submission method, proposals must be received before Closing Time to be considered.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposal, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROponent NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposal, the following definitions apply:

"Addenda" means all additional information regarding this RFP, including amendments to the RFP;

"BC Bid" means the BC Bid website located at <https://www.bcbid.gov.bc.ca/>;

"Closing Location" includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

"Closing Time" means the closing time and date for this RFP as set out on the cover page of this RFP;

"Contract" means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

"Contractor" means the successful Proponent to the RFP who enters into a Contract with the Regional District;

"Must", or **"mandatory"** means a requirement that must be met in order for a proposal to receive consideration;

"Proponent" means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

"Proposal" means a written response to the RFP that is submitted by a Proponent;

"Request for Proposals" or **"RFP"** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

"Should", **"may"** or **"weighted"** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

"SCRD", **"Regional District"**, **"Organization"**, **"we"**, **"us"**, and **"our"** mean Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

a) Proposals must be submitted before Closing Time to the Closing Location using one of the

submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

b) For electronic submissions (BC Bid or email), the following applies:

(i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;

(ii) The Regional District limits the maximum size of any single email message to 20MB or less.

(iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. "email 1 of 3, email 2 of 3...");

(iv) For email proposal submissions sent through multiple emails, the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;

(v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit

electronic bids on BC Bid. BC Bid is a subscription service and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

- d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.
- f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and the Regional District Electronic Mail System or BC Bid.
- g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:
 - (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
 - (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V7Z 0A8

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to purchasing@scrd.ca. No other verbal or

written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

- (a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- (b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in www.scrd.ca/bid and such other terms and conditions to be finalized to the satisfaction of the Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract and that no legal relationship or obligation regarding the procurement of any good or service will be created between Regional District and the proponent unless and until Regional District and the proponent execute a written agreement for the Deliverables

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any 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.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received,

as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) Error & Omissions Insurance – not less than \$2,000,000 per occurrence
- (d) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the *Workers' Compensation Act* of British Columbia and must be in good standing during the term of any contract entered into from this process.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or

arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.
- c) Canada-European Union Comprehensive Economic and Trade Agreement

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIAL INFORMATION OF PROPONENT

A proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by Regional District. The confidentiality of such information will be maintained by Regional District, except the total proposed value, which must be publicly released for all proposals, or otherwise required by the Freedom of Information and Protection of Privacy Act ("FOIPPA"), law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by Regional District to advise or assist with the RFP process, including the evaluation of proposals. If a proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

1.32 DISPUTE RESOLUTION

All unresolved disputes arising out of or in connection with this Proposal or in respect of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration as prescribed by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2. INTRODUCTION

2.1 Purpose

The Regional District is seeking a qualified professional to complete a pre-design review and detailed design for upgrades to the Egmont Water System to improve the treatment process and treated water quality. The upgrade will need to meet existing and should anticipated regulatory requirements and include industry best management practices for Small Water Systems in British Columbia.

The Regional District intends to utilize the completed design and construction cost estimate for construction tender purposes subject to funding approval.

3. SITUATION/OVERVIEW

3.1 Background

The Regional District owns and operates the Small Water System in the community of Egmont (Electoral Area A), located in the northern part of the Sunshine Coast, see location map below.



Location Map of the Egmont Water System

The Water System is self-contained and classified under the Environmental Operators Certification Program as a Small Water System that draws water from Waugh Lake, its only supply source, and is operated under a permit issued by the Vancouver Coast Health (VCH) Drinking Water Officer.

The Water System supplies 10 million litres of potable water per year to approximately 25 metered residents and several businesses in the Egmont area. The system consists of an

intake at Waugh Lake, one (1) pump station, one (1) water treatment plant, one (1) 260,000 litre reservoir, approx. 2km of watermains, and eight (8) hydrants.

Infrastructure within the Water System is in good condition, however, improvements to the treatment system are required due to treated water quality occasionally exceeding the Canadian Drinking Water Quality Guidelines (CDWQG) for Trihalomethanes (THMs) and Haloacetic Acids (HAAs).

3.2 Project Objectives

The project objective is to identify and design the necessary improvements to the Egmont Water Treatment Facility that ensure the treated water quality meets or exceeds all applicable regulatory requirements. The selection solution may involve upgrades to existing infrastructure or replacements of system components, as necessary to improve performance while minimizing disruption to the surrounding community and environment.

3.3 Scope

The scope of services required for this project consist of the following categories of work.

3.3.1 Step One: Project Initiation

Following the commencement of the contract the Contractor will host a project initiation meeting with Regional District Staff to review project goals, objectives, and the draft work plan/schedule and submit an updated work plan incorporating feedback, complete with schedule.

3.3.2 Step Two: Pre-design Review

Following the project initiation, the Contractor will review all documents and complete a site assessment, the work will include but is not limited to:

- a) Review all water supply and treatment system design, construction, operation, maintenance, and regulatory reporting records available from the Regional District.
- b) Conduct site visits to verify and document the existing water system layout, function, operational and physical condition; the work will include all planning, property, regulatory, design, construction, operational, maintenance, and facility condition.
- c) Assess the current treatment systems and determine required improvements
- d) Submit updated work plan incorporating feedback from the project initiation meeting, complete with schedule. The detailed work plan/schedule will achieve the objectives outlined.
- e) Review the Programmable Logic Controllers (PLC), Human Machine Interface (HMI) and communications to determine if there are any required upgrades.
- f) Consider residuals handling for any required improvements.

g) Coordinate with the Regional District.

3.3.3 Step Three: Conceptual Design Services

Following the pre-design review of all historical documentation and completion of site assessment and necessary field investigation; the Contractor will prepare up to three (3) conceptual design options for the water treatment system improvements, complete with Class D construction cost estimate and a 20-year life cycle operating cost estimate, for Regional District review. The design will consider the ability to meet water usage demands, population growth, fire flow requirements, evolving regulations and all regulatory authorization requirements in line with federal and provincial legislation.

The Contractor will hold a design review workshop with Regional District staff to present benefits and challenges of each conceptual design option.

The Contractor will produce a Conceptual Design Report that incorporates Regional District staff feedback, details the benefits and challenges of each option, and recommends an option to proceed to preliminary design.

3.3.4 Step Four: Preliminary Design

Following the completion and selection of the conceptual design, the Contractor will prepare a preliminary design and Class C cost estimates, including a report on the recommended treatment system process, design, and equipment to meet safety, operator, maintenance, and regulatory requirements.

The Contractor will conduct necessary fieldwork and surveying and present the final design and cost estimates to the project team for feedback, then to the Regional District Board/Committee.

3.3.5 Step Five: Detailed Design Services

Following the completion of the preliminary design and assessment, the Contractor will produce a Class A construction and operating life cycle cost estimate for the selected design option and will produce detailed design drawings for the proposed treatment design, including any additional field work and surveying required, and tender specifications for tendering and construction purposes.

Design drawings, construction and life cycle cost estimates shall be submitted for Regional District review and comments at 30%, 60% and 90% completion stages. The Contractor will be required to host design review meetings for each stage. The construction and life cycle cost estimates accuracy shall match the stage of design, ending with a Class A estimate at 90% design stage.

The Contractor will prepare, submit and support all permit applications required for construction through to approval.

The Contractor's drawings are to be signed and sealed by a Professional Engineer who will act as the Engineer of Record for submission to VCH Authority for approval and permitting. The Contractor will provide Schedules and Letters of Assurance and a Code-Compliance Review Matrix signed by the Engineer of Record.

The Contractor will provide input on geotechnical, environmental and archaeological assessment work to meet permit requirements. All archaeological investigation work and permitting processes will be organized and funded by the Regional District.

3.3.6 Step Six: Construction Tendering Services

The Contractor will provide final issued for tender contract documents. The format of the construction tendering specifications shall be in CCDC's most current version.

The Construction Tendering duties would include at minimum:

- 1) Provide Issued for Tender Engineered Drawing and Specifications including construction ready design drawings in three-dimensional format (preferred) and specifications following Canadian Construction Documents Committee (CCDC) format.
- 2) Draft responding to technical inquiries received by the Regional District.
- 3) Attend, co-host and take notes and answer questions at a pre-construction meeting with interested parties.
- 4) Provide information to support the Regional District with any addendums or amendments, as required.
- 5) Assist with Bid evaluation including review of submissions that will result in the recommendation of the successful construction contractor. This will include but is not limited to:
 - a) Execution of a conflict-of-interest form (to be provided at a later date).
 - b) Attendance at a pre-evaluation meeting (approx. 15 to 30 minutes).
 - c) Individual Review.
 - d) Attendance and participation in a group evaluation meeting (approx. 60 to 90 minutes).
- 6) Preparation and issuance of Issued for Construction "Conformed" drawings and Specifications that incorporate all the issued addenda(s).
- 7) Prepare and provide the Regional District Issued-for-Construction (IFC) drawings and specifications, incorporating any changes.
- 8) Update and provide any reports, as needed, including the Environmental Management Plan.
- 9) Obtain, provide and ensure all permits are in place.

The Regional District will:

- 1) Administer the tendering process.
- 2) Co-host and plan the pre-construction meeting.
- 3) Preparation and issuance of addenda or amendments, as required.
- 4) Set-up and host the evaluation process.
- 5) Draft and execute the Contract with the construction contractor incorporating the Contractors IFC package.

3.4 Additional Work

The Regional District at their sole discretion may request the Contractor to perform additional work with respect to future Steps of the work.

3.4.1 Optional Step Seven: Contract Administration and Inspection Services

Upon request from the Regional District the Contractor will:

- 1) Performing all duties to satisfy Engineer of Record requirements.
- 2) Provide all meeting records (minutes, agendas, action items).
- 3) Conduct and participate in the project preconstruction meetings which will include but is not limited to two (2) preconstruction meetings:
 - a. one (1) with internal Regional District staff and permitting agencies and
 - b. one (1) within internal Regional District staff and permitting agencies and the construction contractor.
- 4) Lead and participate in a minimum of 12 progress site meetings with the construction contractor and the Regional District as required.
- 5) Act as the Engineer / Environmental Project Manager.
- 6) Oversee the environmental compliance and review construction contractor's Construction Environmental Management Plan (CEMP) to ensure that it is aligned with the Contractor's Environment Impact Assessment (EIA).
- 7) Be proactive and provide all the construction site inspections.
- 8) Act as the Contract Administrator which would include meeting all requirements of the Contract and ensuring the construction contractors compliance with their contract.
- 9) Ensure that the construction contractor is in compliance with the contract specifications and drawings.
- 10) Actively manage contractor change order request and all aspects of monthly progress draws and review all contractor submittals.
- 11) Construction inspection(s) and documentation as required.
 - a. Review and address the construction contractors requests for information.
- 12) Review and make recommendations on scope change requests.
- 13) Progress payment draw review and approval.

The Regional District will be responsible for:

- 1) Drafting and issuance of all change orders.

3.4.2 Optional Step Eight Commissioning, Records Drawing and Post Construction

Upon request from the Regional District the Contractor will:

- 1) Preparation of any required safe work operation and maintenance procedures including, but not limited to, confined space assessments, hazard assessments and lock out procedures. Plan post-construction closeout documents and provision of regulatory requirements.
- 2) Preparation of operation and maintenance manuals.
- 3) Provide as required all meeting records (minutes, agendas, action items).
- 4) Preparation and provision of certified record drawings (AutoCAD Civil 3D 2018 or newer).
- 5) Provision of training for Regional District operational staff.
- 6) Coordinate, oversee, and conduct final performance testing for system commissioning.
- 7) System commissioning planning, coordination, oversight, and final performance testing.

3.4.3 Surveying and Geotechnical, Environmental Studies and Public Engagement

Upon request from the Regional District the Contractor will provide:

- 1) Surveying Services as required which would include but is not limited to property boundaries.
- 2) Geotechnical engineering services utilizing a professional engineer.
 - a) The Geotechnical scope may include, but is not limited to:
 - Reviewing existing information (if available).
 - Site reconnaissance.
 - Soil investigations (e.g. test pits or boreholes).
 - Recommendations for foundations, buried infrastructure or slope stability if needed.
 - b) Whether these services are required will depend on the final site layout and design. Any geotechnical work will be scoped in consultation with the Regional District and will be approved before proceeding. The Regional District will facilitate and cover Archaeology cost associated with soil disturbance.
- 3) Any additional environmental studies that are required by law and that are not standard at the sole discretion of the Regional District with the general requirements of the permitting and application process.

- 4) Public engagement services which may include members of the public and/or a board presentation.
- 5) The Contractor may be required to host a public information meeting at 90% design and be responsible for all material preparation and in-person presentation. This is optional, at the request of the Regional District. The Regional District will be responsible for venue rental and community engagement arrangements.

3.5 Environmental Requirements

The proposed Egmont Water Treatment Facility Filtration System upgrade is to be designed and constructed to satisfy all regulatory requirements.

The existing Egmont Water Treatment facility is located adjacent to the Regional District's development permit area: DPA 4 – Stream Riparian Assessment Area. The Contractor will ensure that any development permit requirements are addressed with permits received prior to construction. The Contractor will also determine whether a Riparian Area Assessment is required under the *Riparian Area Protection Regulation* (RAPR) and will complete this work if necessary.

The project may also include working in and around streams and the lake foreshore. Should a comprehensive Environmental Impact Assessment (EIA) be required, the Contractor should include in their proposal the following at minimum:

- 1) Conducting a thorough EIA in accordance with federal and provincial legislation, including the RAPR, Species at Risk Act and Water Sustainability Act.
- 2) Completing tree survey(s) including tree risk assessment by a certified arborist with a detailed inventory of trees impacted by the project work.
- 3) Identifying and assessing potential disturbances from machinery or other equipment during construction activities, addressing compliance with federal and provincial regulations.
- 4) Developing detailed measures to avoid and mitigate impacts including an inventory and impacts to species at risk and an invasive species management plan.
- 5) Identifying and documenting significant ecological features, ensuring compliance with federal and provincial legislation and guidelines.
- 6) Inventorying terrestrial and aquatic habitats (e.g. streams, ponds, wetlands, and groundwater seepage) including wildlife and fish species and special features (e.g. nests, wildlife corridors).
- 7) Developing measures to minimize direct and indirect impacts on fish habitats, populations, and species during construction activities.
- 8) Developing measures to minimize direct and indirect impacts to riparian vegetation, complying with the RAPR.
- 9) Developing strategies to protect and enhance riparian areas, ensuring the preservation of these critical ecosystems.

- 10) Providing an audit plan for environmental monitoring during construction (i.e. plan for auditing the construction contractor's comprehensive environmental monitoring plan and process during construction).
- 11) Develop a high-level environmental monitoring plan as an appendix to the EIA which at a minimum includes the following:
 - a) Identifying the best management practices for erosion and sediment management to prevent releases resulting from proposed construction works, meeting federal and provincial standards and guidelines.
 - b) Provision of spill response and soil protection procedures.
 - c) Provision of plans for wildlife protection and monitoring.
 - d) Plans for site restoration and planting.
- 12) Minimizing the footprint of construction works and associated foreshore disturbance, aligning with federal legislation and guidelines.
- 13) Proposing measures to mitigate and offset any unavoidable foreshore disturbances, ensuring sustainable practices, providing a map identifying the foreshore area.
- 14) Developing guidelines to prevent, monitor, and control the spread of invasive species, in compliance with federal and provincial legislation.

The Contractor will be responsible for ensuring that the construction contractor completes the work in compliance with all relevant environmental regulations and complete regular environmental audits of the construction to ensure compliance throughout each step of the project.

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at: Information about our General Service Terms and Conditions can be found at www.scrd.ca/bid.

4.2 Service Requirements

The Contractor's responsibilities will include the following:

- a) Providing detailed design, tender specifications, that is in line with industry best practices and meets or exceeds regulatory requirements.
- b) Prepare and distribute agendas and minutes of all meetings within five (5) days of the meeting.
- c) Complete conceptual design through to final detailed design for the treatment system, including any additional field work and surveying as required.
- d) Ensure that any recommendations or preliminary designs for automation satisfy the Regional District's SCADA System Standard Specifications.

- e) Assess regulatory authorization requirements in line with federal and provincial legislation, such as but not limited to ensuring compliance with Vancouver Coastal Health, BC Drinking Water Regulation, BC Drinking Water Act, the Fisheries Act, Riparian Area Protection Regulation, and Species at Risk Act as well as BC Water Sustainability Act and Heritage Conservation Act.
- f) Prepare, submit for approval and support any required regulatory permit applications ensuring compliance with federal and provincial legislation. Complete all required supplementary documentation and/or studies required for permit applications well in advance.
- g) Ensure the project satisfies all regulatory requirements, including development permit requirements for DPA 4 – Stream Riparian Assessment Area.
- h) Prepare and submit on the Regional District's behalf all regulatory approval applications required.

Optional, at the request of the Regional District:

- i) Provide contract administration, and construction services and other related services including all permitting but excluding archaeology to complete the services.
- j) Review and ensure compliance of the Contractor's Construction Environmental Management Plan (CEMP).

4.3 Project Schedule

The Regional Districts tentative project schedule is as follows:

1. System Review and Option Selection – February / March 2026
2. 30% Detailed Design Package – April 2026
3. 60% Detailed Design Package – May 2026
4. 90% and Final Design Package – June 2026

4.4 Related Documents

The following documents are included in the Appendices for information.

- Appendix 1 VCH Permit.
- Appendix 2 VCH Water Inspection Report.
- Appendix 3 As Built Record Drawings.
- Appendix 4 Intake Upgrade Report.
- Appendix 5 Technical Memo Disinfection Byproduct Review.
- Appendix 6 Egmont Reservoir Inspection Report.
- Appendix 7 Intake Inspection Report.
- Appendix 8 Map of Water System.
- Appendix 9 Map of Treatment Facility Reservoir and Lake.
- Appendix 10 Conditional Water License.
- Appendix 11 Summary of DBP Water Quality Data.

[Appendix 12 Comprehensive Regional Water Plan](#)

Appendix 13 Egmont Water Treatment Plant Pictures

Appendix 14 2012 Egmont WTP Shop Drawings – Precision Pumps

The following documents will be provided to the Contractor:

1. Water System Emergency Response Plan Egmont Water System, Dayton & Knight Ltd, June 2017.
2. SCADA Standards document.

The Contractor will review and reference other relevant information beyond this list as identified during the project initiation meeting.

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. **Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.**

5.1 Capabilities

5.1.1 Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of 5 years within the past 10 years providing services of a similar scope and complexity. Similar scope and complexity is defined as:

- a) Proficiency in providing raw water supply and treatment process and design engineering services preferably in a municipal setting.
- b) Proficiency incorporating operations and maintenance needs and efficiencies into system designs.
- c) Experience delivering SCADA programming and panel design in strict compliance with owner standards.
- d) Proficiency with satisfying regulatory approval processes, including environmental regulations, environmental impact assessments and acting as

Qualified Environmental Professional and archaeological requirements under the Heritage Conservation Act.

- e) Proficiency preparing public and First Nations engagement materials and presenting to diverse communities.
- f) Proficiency and accuracy in providing detailed and comprehensive construction specifications in the CCDC format.
- g) Proficiency and accuracy in providing AutoCAD Civil drawings.

5.1.2 Project Team and Subcontractors

The Proponent's Project Team will need to hold all necessary professional qualifications and registrations to practice in British Columbia. This includes, but is not limited to:

- a) Professional Engineers (P.Eng.) licensed in BC through Engineers and Geoscientists of BC, with specializations in:
 - i. Structural Engineering.
 - ii. Civil Engineering.
 - iii. Electrical Engineering.
 - iv. Geotechnical Engineer.
- b) Professional Surveyor.
- c) Qualified Environmental Professionals (or equivalent).
- d) Certified Arborist.
- e) Other specialized professionals as required for the project.

Proponents will need to identify all firms and individuals contributing to the project, specify their roles, and explain how design integration and quality control will be managed.

The Proponent will need to also provide:

- a) Their Permit to Practice number from Engineers and Geoscientists of BC.
- b) Curriculum vitae for key personnel including subcontractors delivering services on the project.

5.1.3 References

Proponents need to provide a minimum of three (3) references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts

with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.1.4 Environmental Requirements

Proponents should describe how they will meet or exceed environmental requirements mandated by law and industry best practices. They will need to also outline the processes in place to ensure compliance by all parties involved.

5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
 - promoting a Living Wage
 - Using fair employment practices;
 - Increase training and apprenticeship opportunities;
- b) Local expertise knowledge by:
 - Being locally owned;
 - Utilization of local subcontractors;
- c) Environmental Cost of Ownership;
- d) Energy efficient products;
- e) Minimal or environmental friendly use of packing materials; and
- f) Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Approach

Proponents need to provide a detailed summary of their approach, and the activities planned for each project Step, including any recommendations or value-added components. In addition, a high-level site safety plan needs to be submitted, outlining measures to ensure the safety of staff, traffic, and the public while on-site.

5.3.1 Schedule

The Proponent shall submit a workplan and a detailed project schedule summarizing all activities, including the critical path, interdependencies, and durations required to complete the project. While adherence to the proposed schedule is preferred, the Regional District will consider alternative dates for major milestones.

5.4 Price

Proponents need to submit a fee proposal that sets out the separate costs for all steps of the project described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

Steps of the project:

- Step 1: Project Initiation.
- Step 2: Document and site Assessment.
- Step 3: Conceptual Design Services.
- Step 4: Design and Assessment.
- Step 5: detailed Design Services.
- Step 5: Additional Work: Hosting Public Information Meeting.
- Step 6: Construction Tendering Services.
- Step 7: Additional Work: Contract Administration and Inspection Services.
- Step 8: Additional Work: Commissioning, Record Drawings and Post Construction.
- Additional Work: Surveying and Geotechnical, Environmental Studies and Public Engagement.
- Additional Work: Environmental Impact Assessment.
- Unit Rates for Additional Field Reviews.

Prices quoted will be deemed to be:

- in Canadian dollars;
- inclusive of duty, tariffs, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

Bidder's will provide a list of all major suppliers and manufacturers involved in the contract, including their country of origin and whether they are based in the United States.

Proponents will need to submit a list of their hourly rates for the duration of the contract which should include but is not limited to:

- Engineer of Record / Project Manager.
- Senior Process Engineer.
- Civil Engineer.
- Structural Engineer.
- Geotechnical Engineer.
- Electrical / I&C Engineer.
- CAD / BIM Technologist.
- Certified Arborist.
- Qualified Environmental Professional.

- Field Reviewer.
- Professional Surveyor

6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the "Proponent Response".
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District's intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the Confirmation of Proponent's Intent to be Bound that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Capabilities	30
Environmental	20
Approach	20
Sustainable Social Procurement	5
Price	25
TOTAL	100

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.

Appendix 1 VCH Permit



HEALTH PROTECTION

PERMIT TO OPERATE

A Water Supply System

Purveyor: Sunshine Coast Regional District
Facility Name: SCRD Egmont Water System

Conditions of Permit

1. Minimum bacteriological sampling frequency is semi-monthly from 4 sites in the distribution system, and 1 raw lake source.
2. Provide and make public, within 6 months of the end of the calendar year, an Annual Report.
3. Review and update the Emergency Response Plan annually.

August 9, 2012
Effective Date
March 3, 2015
Revised Date

Darren Molder, Drinking Water Officer

**This permit must be displayed
in a conspicuous place and is not transferable**

Appendix 2 VCH Water Inspection Report
(provided as a separate document)

Appendix 3 As Built Record Drawings
(provided as a separate document)

Appendix 4 Intake Upgrade Report
(provided as a separate document)

Appendix 5 Technical Memo Disinfection Byproduct Review
(provided as a separate document)

Appendix 6 Egmont Reservoir Inspection Report
(provided as a separate document)

Appendix 7 Intake Inspection Report
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Appendix 8 Map of Entire System
(provided as a separate document)

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(provided as a separate document)

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(provided as a separate document)