

Number: 2437001 for Engineering Services for Cove Cay Pump Station and Water Treatment Upgrades Issue Date: July 24, 2024 Closing Date of August 23, 2024 at 3:00 PM local time

OPTIONAL SITE MEETING: An optional site meeting will be held on August 7, 2024 at 12:30 pm local time at 16241 Sunshine Coast Highway, Madeira Park, BC. Proponents need to RSVP for this site meeting to <u>purchasing@scrd.ca</u> by noon on August 6, 2024; if no RSVP's 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 August 9, 2024 and directed, in writing, to <u>purchasing@scrd.ca</u>, who will respond if time permits with a Q&A on BCBid by August 15, 2024. 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 <u>https://www.bcbid.gov.bc.ca/</u>). 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.a. 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 ebidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) 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 representative authorized 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.
- q) 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 <u>purchasing@scrd.ca</u>. 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 disgualified 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 <u>www.scrd.ca/bid_</u>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 nonacceptance 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 rescope 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 tern 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.

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 maintained by Regional District. be 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 Consultant to provide professional engineering services to design the most cost effective and efficient upgrade to the Cove Cay Water System pump station and treatment system. The upgrade will meet existing and anticipated regulatory requirements, include provisions to add filtration and UV disinfection and incorporate industry best management practices.

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 Water System in the community of Earls Cove in Electoral Area A (Egmont/Pender Harbour). The Water System was formerly Cove Cay Water Works, constructed in 1978. It was incorporated into the Regional District's Regional Water Service Area in 1996 following a request from residents of Earls Cove soon after service was provided to the Jervis Inlet Road area. The Water System is self-contained and classified under the Environmental Operators Certification Program as a Small Water System that draws water from Ruby Lake, its only supply source, and is operated under permit issued by the Vancouver Coastal Health Drinking Water Officer.

The Water System supplies over 17 million litres of potable water per year to approximately 75 metered connections in the Cove Cay and Jervis Inlet Road communities near Earls Cove, including the BC Ferries Earls Cove ferry terminal. The system consists of an intake on Ruby Lake, one (1) pump station with chlorination (16241 Sunshine Coast Highway), one (1) 390,000 litre storage reservoir, watermains, and 13 fire hydrants. Water is pumped from the lake and chlorinated prior to entering the distribution system. Disinfected water is conveyed to the Cove Cay Reservoir and then distributed to water service connections.

In general, infrastructure within the Water System is in fair condition, however, investment in the pump station and treatment system is required due to aging and evolving regulatory requirements.

3.2 **Project Objectives**

The project objective is to design the most efficient and cost-effective option to enhance or replace the Cove Cay pump station equipment and improve the water treatment system while minimizing disruption and impact 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 Phase One: Project Initiation

Following the commencement of the contract the Consultant 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 Phase Two: Document and Site Assessment

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

- 1. Review all water supply and treatment system design, construction, operation and maintenance, and regulatory reporting records available from the Regional District.
- 2. Conduct site visits to review, examine, very findings in background reports, document the existing water system layout, function, and operating/physical condition; the work will include all planning, property, regulatory, design, construction, operational, maintenance, and facility condition.
- 3. Submit an updated work plan incorporating feedback from the project initiation meeting, complete with schedule. The detailed work plan/schedule needs to achieve the objectives outlined in the contract.
- 4. Assess the intake, sedimentation box, existing pump station and treatment system on its ability to provide safe and reliable maximum day demand water usage for the service area, considering relocation and upsizing of reservoir, any population growth potential, fire flow requirements and evolving regulations.

3.3.3 Phase Three: Conceptual Design Services

Following the review of all historical documentation and completion of any necessary field investigation, the Consultant shall prepare up to three (3) conceptual design options for the new or upgraded pump station and treatment system, complete with Class D construction cost and 20-year life cycle operating cost estimates, for Regional District review.

The Consultant shall hold a design review workshop with Regional District staff to present benefits and challenges of each conceptual design option and obtain feedback at 30%, 60% and 90% design completion stages.

The Consultant shall 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 Phase Four: Design and Assessment

Following the completion of the conceptual design, the Consultant assess the intake, sedimentation box, pump station, and treatment system on their ability to meet water usage demands, considering population growth, fire flow requirements, and evolving regulations and assess all regulatory authorization requirements in line with federal and provincial legislation.

The Consultant will prepare conceptual designs 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 Consultant will conduct necessary fieldwork and surveying and present the final design and cost estimates to the Regional District Board/Committee.

3.3.5 Phase Five: Detailed Design Services

Following the completion of the conceptual design and assessment, the Consultant 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 replacement of the pumps and controls for same and proposed treatment design, including any additional field work and surveying required, and tender specifications for tendering and construction purposes.

Design drawings and construction and life cycle cost estimates shall be submitted for Regional District review and comments at 30%, 60% and 90% completion stages. The Consultant 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 Consultant may be required to host a public information meeting at 90% design and be responsible for all material preparation and in-person presentation, however, the Regional District will be responsible for venue rental and community engagement arrangements.

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

The drawings are to be signed and sealed by a Professional Engineer in good standing with Engineers and Geoscientists British Columbia (EGBC) for submission to Vancouver Coastal Health Authority for approval and permitting.

Provide input on 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 Phase Six: Construction Tendering Services

The Consultant shall 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:

- i) Defining scope of work and contractor's responsibilities.
- ii) Preparation and completion of the complete Issued for Tender documents including construction ready design drawings in three-dimensional format (preferred) and specifications following Canadian Construction Documents Committee (CCDC) format,
- iii) Responding to technical inquiries received by the Regional District from interested bidders or at the site meeting.
- iv) Preparation of all addenda(s) during tendering.
- v) Evaluation of bids which will include reviewing all the submissions and attendance at two (2) virtual meetings – the first meeting will be approx. 30 minutes in length and the second meeting will be approximately 1 hour to 1 hour and 30 minutes long.
- vi) Preparation and issuance of Issued for Construction "Conformed" drawings and Specifications that incorporate all the issued addenda(s).

3.4 Environmental Requirements

The proposed Cove Cay Water System upgrade is to be designed and constructed to satisfy all regulatory requirements.

The existing Cove Cay Pump Station is located within the Regional District's development permit area: DPA 4 – Stream Riparian Assessment Area. The Consultant shall ensure that the development permit requirements are addressed and permits received prior to construction. The Consultant shall 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 be required, the Consultant should include in their proposal the following at minimum:

3.4.1 Environmental Impact Assessment (EIA):

- 1. Conduct a thorough Environmental Impact Assessment in accordance with federal and provincial legislation, including the *Riparian Area Protection Regulation*, *Species at Risk Act* and *Water Sustainability Act*.
- 2. A complete tree survey including tree risk assessment by a certified arborist with a detailed inventory of trees impacted by the project work.

- 3. Identify and assess potential disturbances from machinery or other equipment during construction activities, addressing compliance with federal and provincial regulations.
- 4. Develop detailed measures to avoid and mitigate impacts including an inventory and impacts to species at risk and an invasive species management plan.
- 5. Identify and document significant ecological features, ensuring compliance with federal and provincial legislation and guidelines.
- 6. Inventory of 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. Develop measures to minimize direct and indirect impacts on fish habitats, populations, and species during construction activities.
- 8. Develop measures to minimize direct and indirect impacts to riparian vegetation, complying with the *Riparian Area Protection Regulation*.
- 9. Develop strategies to protect and enhance riparian areas, ensuring the preservation of these critical ecosystems.
- 10. Provide an audit plan for environmental monitoring during construction (i.e. plan for auditing 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:
 - 1. Identify best management practices for erosion and sediment management to prevent releases resulting from proposed construction works, meeting federal and provincial standards and guidelines.
 - 2. Spill response and soil protection procedures.
 - 3. Plans for wildlife protection and monitoring.
 - 4. Site restoration and planting plans.
 - 5. Minimize the footprint of construction works and associated foreshore disturbance, aligning with federal legislation and guidelines.
 - 6. Propose measures to mitigate and offset any unavoidable foreshore disturbances, ensuring sustainable practices, providing a map identifying the foreshore area.
 - 7. Develop guidelines to prevent, monitor, and control the spread of invasive species, in compliance with federal and provincial legislation.

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

3.5 Additional Work

At the sole discretion of the Regional District, the Regional District may request the Consultant to perform additional services, which could include:

3.5.1 Phase Seven: Construction Management and Inspection Services

The Construction Management duties would include at minimum:

- i) Performing all duties to satisfy Engineer of Record requirements.
- ii) Initiating kick-off meeting with Contractor and Regional District.
- iii) Conducting regular site meetings with Contractor and Regional District as necessary (minimum 12 site meetings).
- iv) Construction inspection(s) and documentation as required.
- v) Perform construction inspections and documentation as required.
- vi) Review and address Contractor requests for information.
- vii) Review and make recommendation on scope change requests.
- viii) Progress payment draw review and approval.
- ix) Start up and commissioning services.
- x) Project closeout and acceptance services.
- xi) Handle project closeout and acceptance services.

The Regional District will be responsible for:

i) Drafting and issuance of all change orders

3.5.2 Phase Eight Commissioning, Records Drawing and Post Construction Engineering Services

The Post Construction duties would include at minimum:

- i) Preparation of any required safe work operation and maintenance procedures including, but not limited to, confined space and lock out documents.
- ii) Plan, coordinate, oversee, and conduct final performance testing for system commissioning.
- iii) Post-construction closeout.
- iv) System commissioning planning, coordination, oversight, and final performance testing.
- v) Preparation of operation and maintenance documentation, including provision of a comprehensive operation and maintenance manual for the entire Water System and major components.
- vi) Preparation and certification of record drawings, in electronic format, AutoCAD Civil 2018 or newer version and three (3) full size printed copies.

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should carefully review 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 <u>www.scrd.ca/bid</u>.

4.2 Service Requirements

The Consultant shall provide detailed design and tender specifications for the upgrades to the Cove Cay Pump Station and Treatment System that incorporates industry best practices and meets or exceeds regulatory requirements.

The Consultant will:

- Provide design, contract administration, and construction services and another related services including all permitting but excluding archaeology to complete the services.
- Prepare and distribute agendas and minutes of all project meetings.
- Complete conceptual design through to final detailed design for the replacement of the pumps and controls for same and proposed treatment design, including any additional field work and surveying required.
- Assess regulatory authorization requirements in line with federal and provincial legislation, such as but not limited to ensuring compliance with the Fisheries Act, Riparian Area Protection Regulation, and Species at Risk Act as well as BC Water Sustainability Act and Heritage Conservation Act.
- Prepare, submit 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.
- Assist in the preparation of a Construction Environmental Management Plan (CEMP).
- Prepare and submit all permit applications required for construction through to approval.
- Ensure the project satisfies all regulatory requirements, including development permit requirements for DPA 4 Stream Riparian Assessment Area.
- Prepare and submit on the Regional District's behalf all regulatory approval applications required to construct the final designed system.

4.3 Related Documents

The following documents are included in the Appendices for information.

• Appendix 1 Vancouver Coastal Health Supply Permit to Operate (2015)

- Appendix 2 Cove Cay Water Facility Evaluation Report, Vancouver Coastal Health (2023)
- Appendix 3 Drawings Cove Cay Water System As Constructed (1976)
- Appendix 4 Water Intake Inspection Report Freedom Diving Systems.
- Appendix 5 Water Intake Pipe and Screen Inspection Report by Pelagic Technologies.
- Appendix 6 Cove Cay Reservoir Inspection Report 2023
- Appendix 7 Cove Cay Waterworks Report (1995)
- Appendix 8 GIS Property Map (2024)
- Appendix 9 Conditional Water License 044630 Ruby Lake (1975)
- Appendix 10 Water Quality Data (2023-2024)

The following documents will be provided to the successful Consultant:

• Water System Emergency Response Plan Cove Cay Water System, Dayton & Knight Ltd, June 2010

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

4.3.1 **Project Schedule**

The tentative project schedule is as follows:

- System Review and Option Selection September / October 2024
- 30% Design Package November 2024
- 60% Design Package December 2024
- 90% and Final Design Package January 2025

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 Qualifications

The Proponent must provide their Permit to Practice number that they have registered with Engineers and Geoscientists of British Columbia. Proponent's project team needs to include a Professional Engineer experienced in water resources and municipal water supply infrastructure design/construction and a Qualified Environmental Professional, registered within British Columbia. Proponent should provide CVs for their project team and their associated roles.

5.1.2 Relevant Experience

The Proponent and any subcontractors of the Proponent included in its proposal shall have a minimum of 5 years within the last 10 years providing services of a similar scope and complexity.

Similar scope and complexity is defined as the following:

- Proficiency in providing municipal raw water supply and treatment process and design engineering services.
- Proficiency incorporating operations and maintenance needs and efficiencies into system designs.
- 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*.
- Proficiency preparing public and First Nations engagement materials and presenting to diverse communities.

- Proficiency and accuracy in providing detailed and comprehensive construction specifications in the CCDC format.
- Proficiency and accuracy in providing AutoCAD Civil drawings.

5.1.3 References

Proponents need to provide a minimum of 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.

5.2 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:

- i) Contribute to a stronger local economy by:
 - a. promoting a Living Wage
 - b. Using fair employment practices;
 - c. Increase training and apprenticeship opportunities;
- ii) Local expertise knowledge by:
 - a. Utilization of local subcontractors;
- iii) Environmental Cost of Ownership;
- iv) Energy efficient products;
- v) Minimal or environmentally friendly use of packing materials; and
- vi) Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Approach

The Proponent shall provide a detailed summary of the activities it intends to include in the delivery of this project for both phases. The Proponent shall provide a detailed project schedule summarizing all the activities and durations required in order to complete the

project within the specified schedule end date. The schedule shall include dependent activities and inter dependencies. The critical path shall also be provided as well.

5.4 Price

Proponents need to submit a fee proposal that sets out the separate costs of each project milestone and both phases including optional Construction Management and Post Construction Engineering Services as well as an all-inclusive cost for the entire project; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

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

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

The Proponent must have a Permit to Practice number that is registered with the Engineers and Geoscientists of British Columbia

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
Approach	35
Sustainable Social Procurement	10
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 Vancouver Coastal Health Supply Permit to Operate



HEALTH PROTECTION

PERMIT TO OPERATE

A Water Supply System

Purveyor: Sunshine Coast Regional District Facility Name: SCRD Cove Cay

Conditions of Permit

1. Review and update the Emergency Response Plan annually.

2. Provide and make public, within 6 months of the end of the calendar year an Annual Report.

3. Minimum bacteriological sampling frequency for the distribution system is semi-monthly from 3 sites.

March 3, 1998 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

Sunshine Coast Regional District

Appendix 2 Cove Cay Water Facility Evaluation Report, Vancouver Coastal Health



WATER FACILITY EVALUATION REPORT Health Protection

Premises Name	Tel: (604) 885-6800	
SCRD Cove Cay	Fax: (604) 885-7909	
Premises Address	Inspection Date	Time Spent
Earls Cove	March 29, 2023	4 hours
Egmont, BC V0N 3A0		
Operator (Person In Charge)	•	
Codi Abbott/Shane Walkey		
Inspection Type		
Evaluation		
Observed Violations		
501 - Failure to disinfect surface water.		
Observation: At present there is only a single level of disinfection.	SCRD needs to estab	lish plans for
upgrades to the water treatment process. This is also identified in the	SCRD's CRWP. Plan	ned
upgrades need to include multi-barrier treatment and should include	an assessment of the	existing
treatment using the provincial policy for treatment of surface-water so	ources:	-
DRINKING WATER TREATMENT OBJECTIVES (MICROBIOLOGIC	AL) FOR SURFACE V	VATER
SUPPLIES IN BRITISH COLUMBIA (2012)		
Corrective Action(s): Apply for a Construction Permit (CP) for	additional treatment	on this
system.		
Complete this CP application by end of June 2024. Complete the	installation by end.	July
2025		
2020		
Section Details		
Comments		
Summary of Issues & Activity:		
Updated VCH names and contact info for emergencies has been pro	vided with this report	so that this
portion of the ERCP can be updated.		
ponon or the Error barroe aparted.		
SCRD produced a consolidated appual report for all of their water sy	stems entitled "2021 I	
SCRD produced a consolidated annual report for all of their water sy.		
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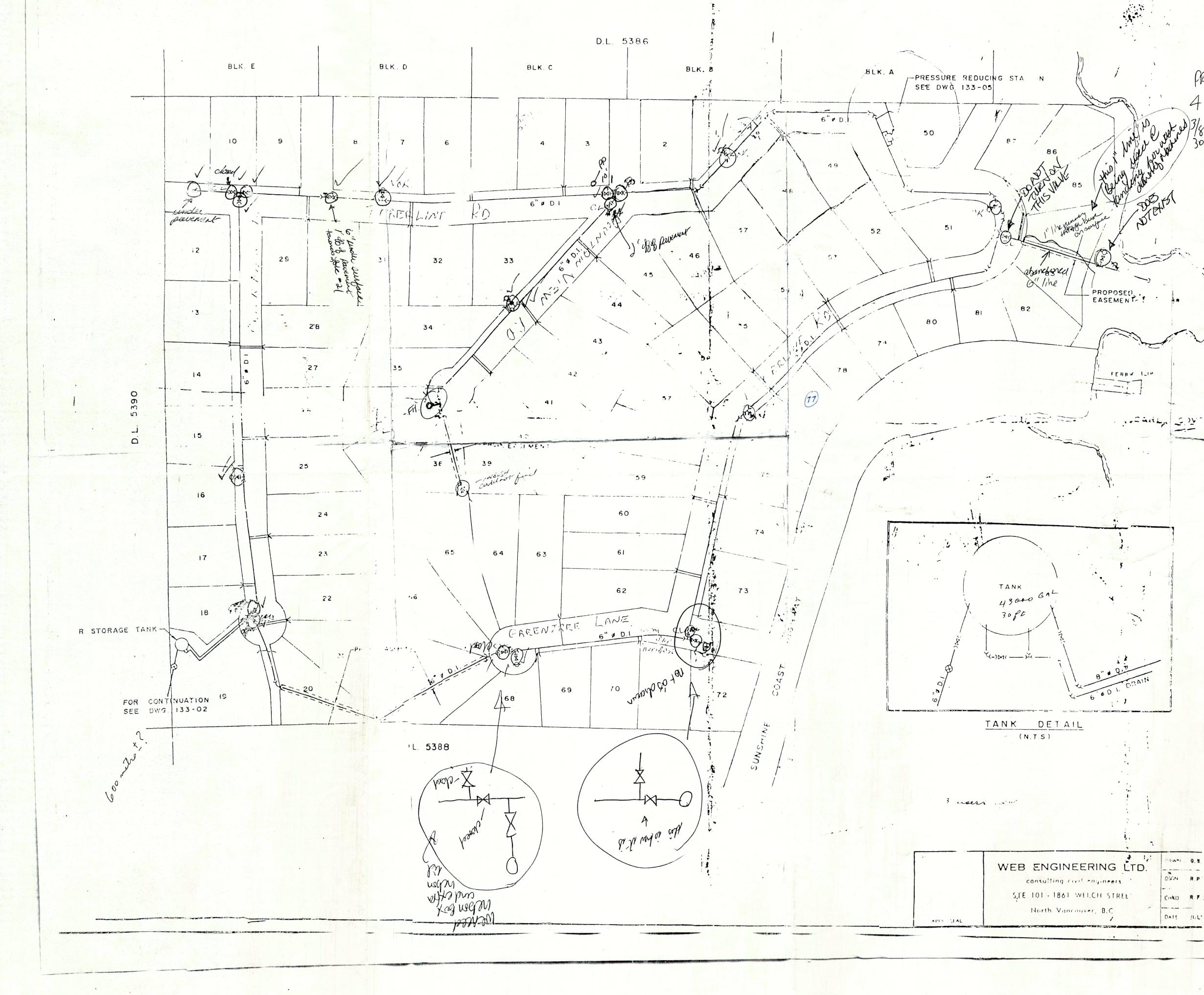
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Page 1 of 2

Significant issues or changes with water treatment were promptly reported to the DWO when necessary. Construction permits were applied for when necessary. The Permit to Operate conditions were reviewed and no changes to the conditions are warranted at present.

Mada Maria
Moderate 🛛 Low

Appendix 3 Drawings Cove Cay Water System As Constructed



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2-100 904 3/graconatol ARV with "Catevalue Liter 100 90G 6"xy" (reduces Somple porm (RD control -200 LEGEND HYDRAN PLOW OFF ASSEMPLY AIR RELEASING VALVE TYT X TYT GATE VALVE FL X TYT GATE VALVE INT X TYT BEND FL X TYT BEND TYT XTYT X FL TEE TYT X FL X FL TT PROPOSED . FL. X FL. X FL. TEE д. FL & FL & FL & FL CROSS ----FERRY BLIP . . - Sheilyn 1 ~--2.74--NOTE AS-BUILT INFORMATION HAS BEEN OBTAINED FROM OWNER'S MEASUREMENTS & LOCATION PLANS PROVIDED BY R. ALLAN, BCLS *240 uses fee × 13 *400 connection fee *100 fintage lot. Lee Passanger B.C. Fierre AS CONSTRUCTED CQVE CAY DEVELOPMENTS LTD. SCALE 1" . 100' DIGN R.P EARL'S COVE SUBDIVISION FFT 4 OF CPAWING No. WATERWORKS CHAD RF 1 ----133 -DISTRIBUTION SYSTEM DATE JUL Same werden and

Appendix 4 Water Intake Inspection Report Freedom Diving Systems

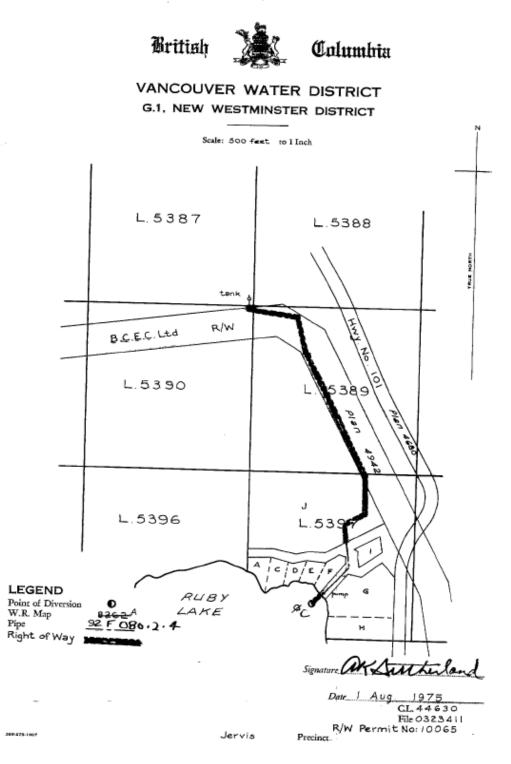
Appendix 5 Water Intake Pipe and Screen Inspection Report by Pelagic Technologies

Appendix 6 Cove Cay Reservoir Inspection Report (2023)

Appendix 7 Cove Cay Waterworks Report

Appendix 8 GIS property Map

Appendix 9 Appendix 9 Conditional Water License 044630 Ruby Lake (1975)



Appendix 10 Water Quality Data (2023-2024)

2023

	laboratory	element	element	element	element	element	element	element	
Trihalomethanes	Units	5-Jun-22	15-Aug-22	26-Oct-22	11-Jan-23	19-Apr-23	10-Aug-23	29-Nov-23	
Chloroform	mg/L	0.066	0.054	0.088	0.042	0.0503	0.0662	0.0619	
Bromodichloromethane	mg/L	0.004	0.004	0.006	0.003	0.0039	0.0055	0.006	
Dibromochloromethane	mg/L	<0.001	<0.001	<0.001	< 0.001	<0.0005	<0.0005	< 0.0005	
Bromoform	mg/L	<0.001	<0.001	<0.001	<0.001	<0.0005	<0.0005	<0.0005	
Total Trihalomethanes	mg/L	0.07	0.058	0.094	0.045	0.0542	0.0717	0.0679	
Haloacetic Acids									
Monochloroacetic Acid (MCAA)	ug/L	3.0	2.1	2.2	2	<2.0	<2.0	2.8	
Monobromoacetic Acid (MBAA)	ug/L	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	
Dichloroacetic Acid (DCAA)	ug/L	30.5	23.4	26.7	16.9	21.4	22.7	22.3	
Bromochloroacetic Acid (BCAA)	ug/L	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	
Dibromoacetic Acid (DBAA)	ug/L	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	
Trichloroacetic Acid (TCAA)	ug/L	45.3	33.1	21.4	31.7	32.5	15.2	23.4	
Total Haloacetic Acids	ug/L	78.8	58.6	50.3	50.6	53.9	37.9	48.5	

Disinfection Byproducts Result Table Ruby Lake - Cedarridge RL-01

Running Average Calculation Table

		1st Quarter 2023				2nd Quarter 2023				3rd Quarter 2023					4th Quarter 2023						
Trihalomethanes	Units	5-Jun-22	15-Aug-22	26-Oct-22	11-Jan-23	AVG	15-Aug-22	26-Oct-22	11-Jan-23	19-Apr-23	AVG	26-Oct-22	11-Jan-23	19-Apr-23	10-Aug-23	AVG	11-Jan-23	19-Apr-23	10-Aug-23	29-Nov-23	AVG
Chloroform	mg/L	0.066	0.054	0.088	0.042	0.063	0.054	0.088	0.042	0.0503	0.059	0.088	0.042	0.0503	0.0662	0.062	0.042	0.0503	0.0662	0.0619	0.0551
Bromodichloromethane	mg/L	0.004	0.004	0.006	0.003	0.004	0.004	0.006	0.003	0.0039	0.004	0.006	0.003	0.0039	0.0055	0.005	0.003	0.0039	0.0055	0.006	0.0046
Dibromochloromethane	mg/L	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.0005	<0.001	<0.001	<0.001	<0.0005	< 0.0005	<0.001	<0.001	<0.0005	<0.0005	<0.0005	<0.0005
Bromoform	mg/L	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	<0.001	< 0.0005	<0.001	<0.001	<0.001	<0.0005	<0.0005	<0.001	<0.001	<0.0005	<0.0005	<0.0005	<0.0005
Total Trihalomethanes	mg/L	0.07	0.058	0.094	0.045	0.067	0.058	0.094	0.045	0.0542	0.063	0.094	0.045	0.0542	0.0717	0.066	0.045	0.0542	0.0717	0.0679	0.0597
Haloacetic Acids																					
Monochloroacetic Acid (MCAA)	ug/L	3	2.1	2.2	2	2.3	2.1	2.2	2	<2.0	2.1	2.2	2	<2.0	<2.0	2.1	2	<2.0	<2.0	2.8	2.4
Monobromoacetic Acid (MBAA)	ug/L	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0
Dichloroacetic Acid (DCAA)	ug/L	30.5	23.4	26.7	16.9	24.4	23.4	26.7	16.9	21.4	22.1	26.7	16.9	21.4	22.7	21.9	16.9	21.4	22.7	22.3	20.8
Bromochloroacetic Acid (BCAA)	ug/L	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0
Dibromoacetic Acid (DBAA)	ug/L	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0	<2.0
Trichloroacetic Acid (TCAA)	ug/L	45.3	33.1	21.4	31.7	32.9	33.1	21.4	31.7	32.5	29.7	21.4	31.7	32.5	15.2	25.2	31.7	32.5	15.2	23.4	25.7
Total Haloacetic Acids	ug/L	78.8	58.6	50.3	50.6	59.6	58.6	50.3	50.6	53.9	53.9	50.3	50.6	53.9	37.9	49.2	50.6	53.9	37.9	48.5	48.9