



COWICHAN VALLEY REGIONAL DISTRICT

IDENTIFICATION SHEET

REQUEST FOR PROPOSAL NO. ES-013-17

**FOR THE PROVISION OF A DETAILED ENGINEERED DESIGN FOR THE
YIOUBOU WELL #4 DEVELOPMENT, TIE IN, AND SYSTEM INTERGRATION
EQUIPMENT UPGRADES**

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)	
MAILING ADDRESS	POSTAL CODE
TELEPHONE NO.	FAX NO.
EMAIL	
NAME OF PERSON SIGNING FOR FIRM	
OFFICE OF PERSON SIGNING FOR FIRM	

MANAGER

DIRECTOR/ MANAGER

DEPARTMENT

COWICHAN VALLEY REGIONAL DISTRICT
175 INGRAM STREET
DUNCAN, BRITISH COLUMBIA
V9L 1N8
www.cvrld.bc.ca

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INCLUDING ALL ADDENDA ISSUED

SUBMISSION OF PROPOSAL:

For the purposes of this procurement process, the "RFP Contact" shall be:

Anthony Jeffery Email: purchasing@cprd.bc.ca

Proposals must be send by email to the RFP Contact at the email address set out above. The Submission Deadline for the receipt of proposals is no later than **2:00 pm local time May 1, 2017**. Proposals received after the Submission Deadline will not be considered.

I/We, the undersigned, hereby acknowledge and confirm, on behalf of _____

_____ That I/We have received and have carefully read all such documents and have provided for compliance with their provisions in its Proposal at:

<https://ln.sync.com/dl/417060510/pgay22bn-bdkuwydx-nxtf3g4h-yu3dtdcj6>

*Note; if problem occurs with Hyperlink, copy and paste directly into browser.

SIGNATURE _____ **PRINT NAME** _____

POSITION IN FIRM _____ **DATE** _____

INTRODUCTION

The Cowichan Valley Regional District (herein after referred to as the CVRD) calls upon qualified and experienced Proponents by invitation to respond to this Request for Proposal (RFP) for provision of **RFP ES-013-17 DETAILED ENGINEERED DESIGN FOR YUBOU WELL #4 DEVELOPMENT, TIE-IN, and SYSTEM INTERGRATION EQUIPMENT UPGRADES.**

The proponent's proposal must be completed and submitted in the prescribed format. If requested, the proponent must be prepared to meet with CVRD staff to review their proposal.

The intent of the attached Terms of Reference is to describe the desired minimum specifications for the work.

The CVRD intends to enter into an agreement with the proponent whose proposal, in the sole judgment of the CVRD, most effectively meets the requirements of this RFP.

Competition Intended

The CVRD's intent in this RFP is to permit competition. It shall be the proponent's responsibility to advise the RFP contact, in writing if any language, requirement, specification or any combination thereof, which inadvertently restricts, or limits the requirements stated in the RFP. The RFP contact must receive notification **no later than one week prior to the closing date.**

The CVRD expects that all proponents will be able to provide satisfactory evidence that they have the ability, experience, and capital to enable them to complete this contract.

TERMS OF REFERENCE

Summary

The CVRD is looking for a supportive engagement in the delivery of a detailed submittal as complete stamped and sealed set of construction plans and specifications for proposed treatment and/or mechanical components involved with the tie-in and integration of Well #4. This will provide assistance with the CVRD application for Construction Permit with Island Health ensuring that the proposed construction, installation, alterations or extension of the works intended meets the appropriate public health engineering standards recognized for approval from the Public Health Engineer.

Background

- A new well-constructed in March 21, 2006 for Limona Construction (Well #4, Tag #10287) for residential water supply for the Creekside Development, Youbou, BC as an additional water source for the CVRD Lakeside/Creekside Water System.
- In 2008, the CVRD released a Request for Proposal to tie Well #4 into the 150mm discharge pump line from Well #3 approximately 50m from Well #4. UMA/AECOM completed detailed drawings for this proposal issued for approval December 23, 2010.
- Source Approval Well #4 September 14, 2010.
- In 2011 the integration of the CVRD Youbou (surface water source) and the Lakeside/Creekside (groundwater source) Water Systems was completed with the Arnold Road PRV and Booster Pump Station, that was originally designed as an interconnecting point to relay water between the two systems in circumstances of emergency.

Objectives

The overall objective from the CVRD is to take a prudent and economical approach to create a structurally stable and long lasting design, adequately sized to meet the performance volume of the well, and deliver the quality expected for the community's current and future needs, while in staying within the fiscal boundaries of the approved limit of the project.

Objectives toward the community gain from the project include:

- displace an existing surface water source that is subject to Island Health's surface water treatment standards;
- to ensure an adequate quantity and quality of domestic water supply for existing and future users;
- to ensure that the project takes place in a logical and orderly manner that enhances the efficient delivery of services;
- to maintain and improve the high standard of fire protection in the plan area; and
- to protect watercourses for riparian habitat, fish protection, and plant and wildlife habitat within parks.

Under the mandate of the current regulation to meet surface water treatment standards for the Youbou Water System, our hope is to try to maximize the potential of the existing well casing and screen of Well #4 as the primary supply while still utilizing Well #3 in providing delivery to the entire water system of Youbou. The factors to consider include correcting the limits of the flow capacities of Creekside Water Treatment Facility, and the Arnold Road Booster Station. With the utilization of some existing equipment and with specifying equipment upgrades we are hoping to get the most out of the existing infrastructure.

There are a number of specific objectives for the detailed design, which presented below, in no particular order:

- Greater awareness toward well efficiency through proper well design and good well development will result in lower pumping costs, longer pump life and fewer biological problems; with the pumping rate of the Well #4 capable of production capacity of 4360m³/d from the existing 200mm well;
- Wellhead Protection; the siting of Well #4 Lot 79, Block 118, Cowichan Lake District, Plan VIP78640 is within 15m of the high water mark for Lake Cowichan and falls within its the 200-year flood mark. With the potential of Well #4 being subject to flooding, critical engineered principles need applying to prevent foreign matter from the surface from entering the well casing or aquifer. Given these circumstances, engineered practices using pitless adaptors or pitless monitors (preferred) to ensure adequate sealing of the well casing. At minimum, the construction requirements of the BC Groundwater Protection Regulation need meeting.
- All aspects of the final design for the civil construction at minimum meet the standards of the Master Municipal Construction Document (MMCD) Platinum Edition 2009.
- Protection of the natural environment, its ecosystems and biological diversity; considering watercourses, riparian areas, and environmentally sensitive areas. In considering the projects impact towards the above-mentioned environmental concerns, in relation to siting and construction.
- Cowichan Lake regarded as a potential long-term supply of water for the Cowichan Valley and, as such, efforts taken towards preventing contaminants from entering the Lake during this project.
- Utilities within P1 Zoning are encouraged to be screened and landscaped to ensure they provide for the safety of residents and that they do not negatively impact the attractive scenic character of the Plan area.

Scope of Work

The successful candidate will work with CVRD staff to produce a final detailed design report and drawings for construction. The report will also include a detailed cost estimate of the well development, electrical, and control systems costs, with the final delivery of As-Constructed drawings for record.

Through the natural progression of the project, the proponent may have the option to take on the role of project management as liaison between the CVRD and the awarded contractor from the tender release.

Study/Project Area

The works will be completed within the Youbou Water System service area, specifically within: limits of lot 79 Creekside Drive, Arnold Road, Creekside Treatment Building, and Statutory Right-of-Way for the Youbou Reservoir site.

Deliverables

All reports and electronic submissions must be compatible with AutoCAD 2010/LT 2010 compatible DWG, Microsoft Office 2010, or Adobe CS6 and Creative Cloud compatible files, and ESRI ArcGIS for Desktop 10.x compatible.

Key Deliverables will include:

- Detailed design
- Design drawings duly sealed by a professional engineer
- Specifications and tender documents
- Statement of probable cost
- As-Constructed drawings

Resources Provided

The CVRD is providing the following resource material:

- Relevant background information; Reports and Drawings, File Sharing through Sync
Hyperlink Page 3 Submission of Proposal

While the CVRD has put considerable efforts in ensuring the resources provided are accurate, the information provided solely as a guideline for proponents. The information is cannot be guaranteed to be accurate and all conclusions and opinions formed with regard to any of these matters of information are of the proponents.

Graphics and Modeling Resources

- A variety of base data will be made available as a basis for mapping requirements for this project;
- GIS base mapping data in CAD, AutoCAD 2010/LT 2010 compatible DWG, and hi-resolution Ortho photography is available for this project, and may be converted and provided in alternative formats on request;
- CAD data CVRD infrastructure will be provided; and
- Non-CVRD data, mapping, and diagrams resources must be acquired by the Successful Consultant.

Staff Resources

To provide a single point of contact for all consultant inquiry and reporting, the CVRD will identify a project coordinator

Project Milestones

Please note that the CVRD reserves the right to modify specific target dates at its discretion.

Estimated Project Milestones:

Deliverable	Target Date
Kick-off Meeting/Site Visit with CVRD staff	May 10, 2017
Detailed Engineer Design for Youbou Well #4, including Integration Equipment Upgrades	June 19, 2017

Fees

Proponent shall provide a total all-inclusive upset cost to complete this engagement, inclusive of all reimbursable expenses, disbursements, and applicable taxes.

Fees billed by deliverables. Payments based on the Detailed Work Schedule with fees provided as part of this proposal and an agreed task breakdown. The CVRD staff to monitor the progress and invoicing will use the Detailed Work Schedule with fees.

Proposal Submission Requirements

All information submitted with a covering letter on corporate letterhead, duly signed and sealed by an authorized official. Proposals must be clearly marked with proposal title, reference number, and proponent's name and contact information on the front cover.

To facilitate the equitable evaluation of all submitted proposals, proponents should not exceed eight (8) double-sided 8.5"x11" sheets, excluding covering letter, resumes and appendixes, one (1) folded 11"x17" sheet for the Detailed Work Schedule without fees and one (1) folded 11"x17" sheet for the Detailed Work Schedule with fees included. The body of the proposal shall adhere to the following outline:

1. Company Profile
2. Project Experience
3. Methodology and Work Plan Description
4. Project Team Organization and Qualifications
5. Staff Allocation and Detailed Work Schedule
6. Cost and Schedule Control
7. Price

Submitted proposals should reflect that the proponent understands the objectives, context, issues, deliverables and methodologies within this document. Proponents should demonstrate extensive knowledge toward best practice of the elements reflected in this document, and information provided in his/her proposal. The proposal should reflect the proponent's capability to write clear, concise, and comprehensive reports suitable to direct further engineering design. Please respond to each of the following points below, these comprise the basis for evaluation:

1. Company Profile

Introduce the principle firm and any sub-consultants, indicating suitability for the project, qualifications and any relevant specialized services.

2. Project Experience

Provide a minimum of three (3) brief profiles of significant similar projects completed within the past five years, with project description, project costs at award and final costs of projects.

3. Methodology and Work Plan Description

Provide a general description of the research and design approach for this project, and detailed description of strategies and approach to the Scope of Work. Provide an outline of proposed activities to ensure proper decision-making and communications with the CVRD.

4. Project Team Organization and Qualifications

Provide an outline of the respective roles and responsibilities of project team members on this project, including a brief summary of relevant expertise. For each team member, indicate a level of commitment as percentage of total work plan hours. Include a resume or one-page summary of qualifications and experience for all team members listed on the Detailed Work Schedule, including all sub consultants. Personnel substitution without prior written approval by the CVRD is not accepted.

6. Cost and Schedule Control

Provide an outline of the approach to cost and time control, demonstrating the Proponent's knowledge, interest and capacity to deliver the project within the fixed budget and deadline, including a statement of availability for project team members.

7. Price

Proponents shall provide a total all-inclusive upset price, including fees, travel, disbursements and expenses, all in accordance with this document.

Proponents shall provide a schedule of hourly rates for all members of the team to be applicable for services not included in the scope of work, provided on a time basis. All costs held firm throughout the duration of the contract.

(TO BE RETURNED WITH PROPOSAL)

PROPOSAL BID SHEETS

To provide Services for the **RFP ES-013-17 DETAILED ENGINEERED DESIGN FOR YUBOU WELL #4 DEVELOPMENT, TIE IN, AND SYSTEM INTERGRATION EQUIPMENT UPGRADES** for an upset limit including disbursements and expenses, all in accordance with this document.

ALL INCLUSIVE PRICE TO PROVIDE ALL DELIVERABLES AS IDENTIFIED IN THIS RFP DOCUMENT	\$
+ 12% (All Applicable Taxes)	\$
TOTAL PRICE FOR RFP ES-013-17 DETAILED ENGINEERED DESIGN FOR YUBOU WELL#4 DEVELOPMENT, TIE IN, AND SYSTEM INTERGRATION EQUIPMENT UPGRADES	\$

A Detailed Work Schedule provided on one 11x17 sheet in the same format as the Detailed Work Schedule, detailing the Proponent's approach to the activities described in the Scope of Work and Project Schedule. Estimate the number of hours that each team member allotted to each task and provide a subtotal of hours for each task. The Fee Matrix will add hourly rates and subtotals for all listed tasks to the information provided in the Detailed Work Schedule.

Proponents shall provide a total, all-inclusive, price to complete this engagement, including fees, disbursements and expenses. There are to be no additional costs. The CVRD reserves the right to cancel the award without penalty, at the sole discretion of the CVRD.

All prices to be in Canadian funds.

The CVRD may consider early payment incentives.

State the discount applicable for early payment of invoices _____.

NAME OF FIRM OR INDIVIDUAL (THE PROPONENT)

ADDRESS

CVRD, TOWN OR VILLAGE

POSTAL CODE

TELEPHONE NO.

FAX NO.

E-MAIL ADDRESS

(TO BE RETURNED WITH PROPOSAL)

Additional Pricing

Consultants shall provide a schedule of hourly rates for all members of the team to be applicable for services not included in the Scope of Work. Where the Consultant receives written instructions from the CVRD to provide services that are clearly in addition to the services described in the Request for Proposal, the services provided at the hourly rates quoted below, or as otherwise negotiated with the CVRD. Additional services may not commence without the CVRD's written approval, and the CVRD must approve any claim for such additional service in writing.

Hourly Staff Charge-out Rates (8 hours per day)

STAFF	HOURLY RATE
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$

Hourly rates shall be effective for the duration of the project. All administrative costs, disbursements and normal expenses expressed in hourly rates provided. **No additional fees considered without express written permission of the Project Manager of the CVRD.**

(TO BE RETURNED WITH PROPOSAL)

List of Sub-Consultants

The Proponent submits the following list of subcontractors whom he/she proposes to use. Any additions or changes to this list not permitted without prior approval by the CVRD.

SUB-CONTRACTOR	ADDRESS	TRADE / FUNCTION

GENERAL INFORMATION

1. **Schedule**

The CVRD reserves the right to revise the dates in this Proposal or to cancel this Proposal without penalty or cost to the CVRD.

Event	Date
Release of RFP	April 13, 2017
End of Question Period	One week prior to closing
RFP Closing	Not Later Than 2:00:00 O'clock P.M. Local Time on May 1, 2017
Evaluation Date	May 3, 2017
Award Date	May 5, 2017
Contract Start Date	May 10, 2017

The CVRD reserves the right to modify specified target dates and to reject any or all submissions or to cancel or withdraw the RFP for any reason without incurring any cost or liability for costs and damages incurred by any proponent, including, without limitations, any expenses incurred in the preparation of the submission.

2. **Pricing**

All Proposals will be irrevocable after the date and time of opening and will remain open to acceptance for a period of one hundred and twenty (120) days. All prices quoted in Canadian dollars.

The lowest or any Proposal will not necessarily be accepted and the CVRD reserves the right to accept any portion thereof.

Each proponent will be fully responsible for the validity and accuracy of all costs and rates identified in its response to the Request for Proposal.

Quoted prices/rates shall remain firm for the duration of the contract period.

3. **Acceptance Period**

All Proposals will be irrevocable, valid and open after the date and time of opening and are to remain open for acceptance for a period of one hundred and twenty (120) days

4. **Proponent Contact**

Please name one representative for all communication concerning the Request of Proposal process.

5. **Errors and Omissions**

It shall be understood and acknowledged that while this Proposal includes basic specifications, minor items or details not herein specified, but obviously required, provided as if specified in conformance with modern practices and workmanship. Any omissions, errors, or misinterpretation of these requirements and specifications or within the proposal bid shall not relieve the proponent of the responsibility of providing the goods as previously mentioned.

6. Non Collusion

A Proponent shall not discuss or communicate, directly or indirectly, with any other Proponent or their agent or representative about the preparation of their Proposals. Each Proponent shall attest that its participation in the RFP process be conducted without collusion or fraud. If the CVRD discovers there has been a breach of this requirement at any time, the CVRD reserves the right to disqualify the Proposal or to terminate any ensuing Agreement.

7. Conflict of Interest

All Proponents shall disclose to the CVRD any potential conflict of interest. If such conflict of interest does exist, the CVRD can, withhold the award. If during the Proposal evaluation process or the negotiation of the contract, the Consultant retained by another client-giving rise to a potential conflict of interest, then the Consultant will refuse the new assignment or will take such steps as are necessary to remove the conflict of interest.

8. Consultant's Responsibility

The Consultant shall carefully examine all Proposal documents for this contract to determine the extent of work. By submitting a Proposal, the Consultant acknowledges full understanding of the extent and character of the work required and the conditions surrounding the performance thereof. The CVRD will not be responsible for any alleged misunderstanding of the work to be furnished or completed, or any misunderstanding of conditions surrounding the performance thereof. Understood that by submitting a Proposal by the Consultant serves as his/her stated commitment to fulfill all of the conditions referred to in this Proposal.

9. Automatic Payment

The CVRD prefers to pay by Electronic Fund Transfer. The Successful Proponent can complete the Accounts Payable direct Deposit Set-Up form; if the Proponent wishes to have their payments sent as automatic deposit. Attached is our EFT authorization form:

<http://www.cvrld.bc.ca/DocumentCenter/View/77070>

The successful Proponent will send all invoices and statements to ap@cvrd.bc.ca and carbon copying (cc) the CVRD contact identified in this proposal; if the Proponents system does not create statements, he/she can send an email to the above address asking to have the CVRD look into any invoices over 30 days.

The Proponent shall provide GST Number on initial invoice for CVRD accounts payable record.

10. Value Added Tax

The CVRD is required to pay the GST/PST on all goods, materials, labour, services and equipment. This tax shown separately and is not to be included in the unit prices or sub-total prices.

11. Award of Contract

The Owner as written Notice of Award will give notice of acceptance of the Bid and award of the Contract for the Project to the Successful Proponent.

The Bidder to whom this contract awarded will be required to execute and return the contract within ten (10) days from the Notice of award mailing date by the Owner the following items:

Two copies of the executed:

1. Contract for Professional & Consulting Services

Also, please ensure that the Company name is identical in all aspects to that of your Corporate Seal. In the event a Corporate Seal is not available, a Corporate Status Certificate or a notarized copy of the Corporation's articles of incorporation or letters patent provided.

2. Insurance

3. WSIB Clearance Certificate

The attached forms are the ONLY form that the CVRD will accept. No other forms are accepted.

12. Addenda

During the bidding period, Proponents advised by addenda of required additions to, deletions from, or alterations to the requirements of the Bid Documents. Addenda shall become part of the Bid Documents. Proponents shall include the cost implications of all addenda in the Base Bid.

The requirements of all addenda issued during the bidding period shall be included in the Bid.

The onus is on the Proponent to ensure they have received all addenda issued.

Upon completion of Step Two Evaluation, the Proposal Analysis Group will determine if Step Three Presentations will be required in order to determine the preferred Proponent.

EVALUATION OF PROPOSAL

Proposals must meet the Mandatory Criteria below in consideration for further evaluation:

Criterion	Yes/No
Proposal received in the inbox of the RFP contact	
Proposal must be in English	

Proposals meeting the mandatory criteria, with review and selection to the successful Contractor based on the following criteria:

Responsiveness to the terms and conditions of the Request for Proposal:	15%
Quality and thoroughness of Proponent's Proposal:	15%
Quality of Proponent's related work experience and qualifications:	20%
Price:	50%

CVRD PROPOSAL TERMS & CONDITIONS

Proposal Requirements

1. Proponents are required to conform to the conditions listed below and those failing to do so may be subject to disqualification:

-
- a) The correct Proposal form, as supplied by the CVRD used and returned to the inbox of the RFP contact, V9L 1N8, on or before the submission deadline. **PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME ARE NOT CONSIDERED.**
 - b) All Proposals legibly written in ink, or computer printed and **ALL REQUIRED ITEMS COMPLETED**, unless otherwise specified, with the unit price for every item and other entries clearly shown.
 - c) The Proposal not restricted by a statement added to the Proposal form or a covering letter or alterations to the Proposal form provided by the CVRD (unless otherwise specified).
 - d) The Proponent declares that the Proposal is NOT made in connection with any other Proponent submitting a bid for the same work and is in all respects fair and without collusion or fraud.
 - e) The Proposal form(s) signed in the space(s) provided on the form, with the signature of the Proponent or of a responsible official of the organization submitting a Proposal. If a joint Proposal is submitted; it must be signed on behalf of each of the Proponents and if the signing authority for both Proponents is vested in one (1) individual, he/she shall sign separately on behalf of each Proponent. In the case of an incorporated Company, the corporate seal affixed to the Proposal forms.
2. Erasures, overwriting or strike-outs initialed by the person signing on behalf of the organization submitting the Proposal.
 3. All information required in the Proposal forms in connection with each item against which a Proposal is submitted must be given to constitute a valid Proposal.
 4. Insurance Requirements
The Contractor covenants and agrees to carry such insurance as may be required by the CVRD and to furnish satisfactory proof thereof when required by the CVRD within ten (10) days from the date of request.
 5. Omissions and Discrepancies
Should a Proponent find discrepancies prior to the closing date or omissions from the documents, or should he/she be in doubt as to their meaning, he/she should notify the Manager as soon as possible, who may send a written instruction or an addendum to all Proponents.
 6. Withdrawal of Proposal Prior to Opening
A Proponent who has submitted a Proposal on a Request for Proposal may request that it's Proposal be withdrawn (adjustments or corrections to Proposal submitted will not be allowed). The withdrawal allowed if the request being made before the closing time for this Proposal. Withdrawal requests may be directed to the RFP contact.

Withdrawal requests received after the closing time are not allowed. The party concerned shall be informed by letter that the withdrawal request arrived too late for consideration.

NOTE: The withdrawal of a Proposal does not disqualify a Proponent from submitting another proposal on the same Request for Proposal prior to the specified Proposal closing time.