

REQUEST FOR PROPOSAL

RFP NO. ENG 25-01

Gosper Sanitary & Drain, Uganda Pump Station Upgrades

DATE OF ISSUE: JANUARY 17, 2025

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A: Project 1 - Gosper Crescent – Sewer/Storm Pipe Burst Conceptual Drawings

B: Project 2 – Uganda Pump Station Drawings

C: Professional Services Agreement

1 INTRODUCTION

The Township of Esquimalt (Township) is inviting qualified engineering consultants to submit proposals to provide services for design, tendering, and contract administration for the following projects in the Township

- Gosper Crescent (1028-1046) Sewer/Storm Replacement
- Uganda Pump Station – Access and Pump Upgrades

2 BACKGROUND

The Township of Esquimalt is committed to maintaining and improving its infrastructure through capital replacements/upgrades while addressing Inflow and Infiltration (I&I) to ensure reliable and efficient infrastructure for its residents. As part of this commitment, the Township is undertaking the following projects.

- Project 1: Gosper Crescent (1028-1046) Sewer/Storm Replacement**
- Project 2: Uganda Pump Station – Access and Pump Upgrades.**

Project 1: Gosper North/South Sewer / Storm Pipe Burst.

The purpose of this project is to replace the end-of-life 200mm diameter storm main and 200mm diameter sanitary main on the east side of Gosper Crescent, between the addresses 1028 and 1046 Gosper Crescent. The locations are illustrated in Figures 1 and 2 (Gosper Street Map). Both the storm and sanitary mains are constructed of vitrified clay pipe (VCP) and each span approximately 126 meters (storm main: 126.29m; sanitary main: 125.91m)



Figure 1: Gosper Street Map - Sanitary



Figure 2: Gosper Street Map - Storm

To minimize excavation and disruption, pipe bursting is desired. Preliminary concepts are available in Appendix A. Proponents are also invited to propose alternative repair methods if they are feasible, given the site conditions and cost considerations. Any alternative repair method should be clearly identified and justified in the proposal.

Project 2: Uganda Pump Station – Access and Pump, Backup Generator Upgrades

The Township of Esquimalt owns and operates the Uganda sanitary pump station, located on the eastern side of Uganda Ave. in front of 306 Uganda Ave. The location is illustrated in Figure 3 (Uganda Street Map). The lift station requires upgrades in the near term to replace pumps that are at the end of their functional lifespan and a new backup generator to reduce downtime. The station is comprised of separate wet-well & dry-well chambers with suction headers downstream of the pumps connecting the two chambers. Currently, no works are proposed in the wet-well chamber (unless required based on a technical review).

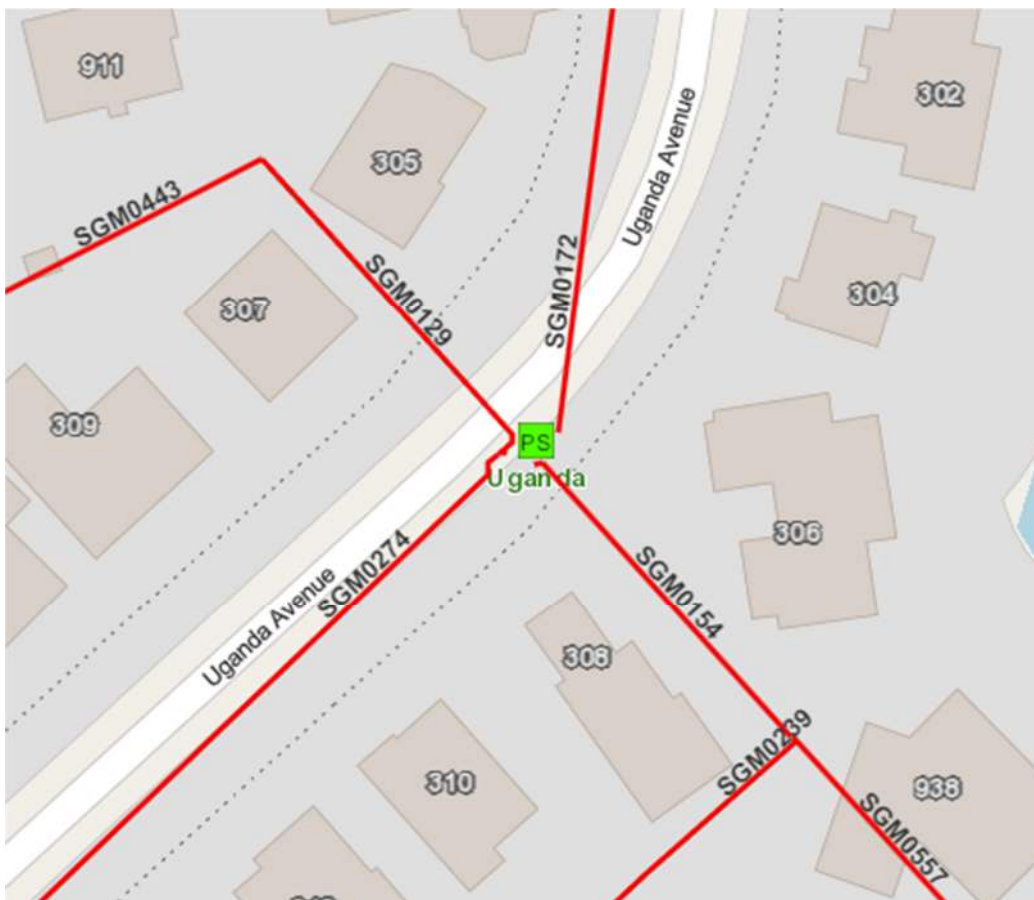


Figure 3: Uganda Street Map.

Originally, the dry-well chamber was configured with the electrical room on the upper floor and the valve & pump chamber in the bottom floor illustrated in Figure 4 (Uganda Pump Station

Profile). Previous (~1986) upgrades included the installation of an above-ground electrical kiosk, leaving the upper floor mostly empty with square access ports cut for the installation of existing pumps. The anticipated installation of new pumps necessitates several incidental upgrades within the dry-well chamber and electrical kiosk. These upgrades are crucial to supporting the installation and operation of the new equipment.

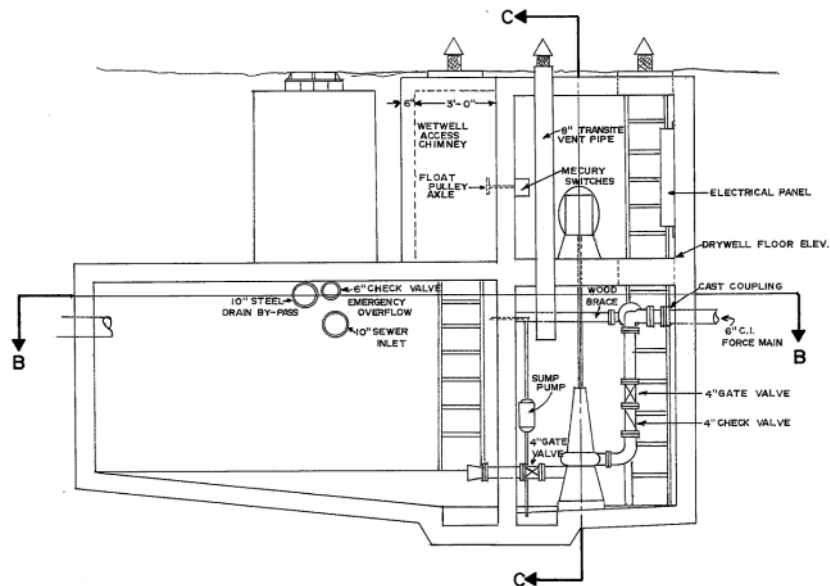


Figure 4 – Uganda Pump Station Profile

3 OBJECTIVE

The objectives of each project are as follows:

Project 1: Gosper North/South Sewer/ Storm Pipe burst

The Scope of work for the Gosper Crescent (1028-1046) Sewer/Storm Replacement project is to provide detailed design and construction drawings for the infrastructure shown in the preliminary design in Appendix A, which is detailed as follows:

- Confirm that the existing sewer and drain main sizes and materials are suitable for pipe bursting.
- Design and confirm the bursting entry hole location for both sewer and drain lines, ensuring it is aligned with the outside face of the upstream sewer manhole and the exit hole is aligned with the outside face of the of the downstream drain manhole.
- Reconnect all affected service connections to the new sewer and drain mains.
- Restore ground in all disturbed areas (boulevard/road) to meet or exceed existing conditions.

- Verify that the design alignment avoids damage to any existing trees along the line.
- Confirm the installation through CCTV inspection, ensuring the new lines and connections are free of defects.

Project 2 – Uganda Pump Station – Access and Pump Upgrades

The objective of the Uganda Pump Station Access and Pump Upgrades project is to complete the new infrastructure for the existing system, as shown in Appendix B, which will require a design/contract that reflects the below scope from a future contractor:

- Mechanical Scope:
 - o Supply and installation of new 12HP Flygt NT 3153 HT3~ 466 vertical dry mount pumps.
 - o Removal and replacement of discharge piping, appurtenances, check valves and isolation valves between pumps and common header exiting dry-well wall.
 - o Removal and replacement of sump pump inside dry-well.
 - o New piping to be schedule 40 304 stainless steel.
 - o Supply and installation of pipe supports as required.
 - o Supply and installation of an electromagnetic flowmeter on the new common forcemain header.
- Structural Scope:
 - o Anchoring new pumps to dry-well floor.
 - o Modifications to the dry-well interior floor to support installation of new pumps, and future removals as may be required. Modifications to generally include expansion of existing access cuts to be centered over pumps.
 - o Modifications to the dry-well lid at ground level to support installation of new access hatches with safety grating above future pumps. Access hatches clear openings to be sized for installation / removal of.
 - o Supply and installation of new access hatches in dry-well lid, preferably Flygt Safe-Hatch.
 - o New concrete pad for backup generator
- Electrical Scope:
 - o Installation of soft starters within existing electrical kiosk.
 - o General electrical works to support installation of new pumps and flowmeter.
 - o Supply and installation of new backup generator, preferably diesel.
- General / Incidental Scope:
 - o Flow management / bypass pumping as required while lift station is offline for upgrades.

4 STAGES OF WORK

There are three Stages required to complete each of the two projects listed above:

Phase 1 – Detailed Design Services

Phase 2 – Tender Support Services

Phase 3 – Contract Administration and Inspections Services

At this time, the Township will be proceeding with Stage 1 only for each project. It is the Township's intention to continue Stage 2 and 3 with the Consultant chosen from this RFP, subject to future project authorization, performance, pricing and priorities.

The Township requests each proponent include all Stages in their proposal for each project so the Township can obtain comparative experience and costs for each Stage. Revisions to the scope of work for Phases 2 and 3 work may be requested from the Consultant after the successful completion of Stage 1.

The Township requests all proponents to provide separate pricing for Project 1 and 2; however, the Township expects proponents to price for efficiencies based on their proposed resources, methodology, and value-added services. Consultants may consider completing Project 1 and 2 at the same time. In the Methodology Section of the proposal, proponents should identify any efficiencies they built into their pricing. The only exceptions to this are:

- Pricing should reflect two separate tenders and tendering processes.
- Funding is already secured for this work a construction contract can commence when feasible but will require council approval for award.
- Project 2 is a higher priority than Project 1 and needs to be completed first or at the same time as Project 1.

5 DELIVERABLES

To complete the objectives listed in Section 3 above, the Township requires the services of a qualified engineering consulting firm (Proponent) to provide the following deliverables for both projects 1&2:

- **Phase 1: Detailed Design Services**
 - o Kickoff Meeting
 - o Baseline Data Collection / Survey and Assembly
 - o Site Walk-Through with the Township
 - o Class D Estimate
 - o 60% Design Drawings & Class C Cost Estimate / Quantities Submission
 - o 90% Design Drawings & Class B Cost Estimate / Quantities Submission
 - o Issued for Tender Design Drawings & Class A Cost Estimate / Quantities Submission

- **Phase 2: Tendering**
 - Tender Document
 - Technical Support
 - Site Meeting
 - Tender Award Recommendation
 - Issued For Construction (IFC) Drawings

- **Phase 3: Contract Administration and Inspection Services**
 - Design Modification Support
 - Contract Administration
 - Inspection
 - As-Built Survey

Additional Notes:

- The intent of the Township is to tender the projects together as one tender, with one drawing package, but may be tendered separately if the scopes of work do not align to a single contractor.
- The design shall include all necessary designs, including but not limited to, civil and electrical.
- Proposals should include costs to complete the designs for projects listed above.

6 DELIVERABLE DETAILS

PHASE 1 – Detailed Design Services

- **KICKOFF MEETING:** Meet with the Township representative(s) to confirm project scope, roles, responsibilities, deliverables and timelines. The Consultant will identify any site-specific infrastructure challenged, information gaps, project risks, mitigation strategies, design consideration, and uncertainties. Township staff shall provide typical sewer design standards/criteria or other project-specific information.
- **BASELINE DATA COLLECTION / SURVEY AND ASSEMBLY** – Review and verify existing digital base plan information provided by Township for completeness and determine focus areas for additional survey pick-up with all survey work to be completed by the Consultant and scheduled to accommodate project timelines. Focus areas for survey shall include any locations where underground sewer infrastructure renewals are highlighted.
- **CLASS D ESTIMATE:** Provide the Township with a Class D estimate based on the concepts provided by the Township and approved utility scope.

- **60% DESIGN DRAWINGS & CLASS C COST ESTIMATE / QUANTITIES SUBMISSION** – Provide the Township with 60% design drawings and technical specifications/construction details, proposed sewer infrastructure details including, but not limited to pipe removals, materials, trenching, backfill, pipe bursting locations, manhole connections, and service reconnections, surface restoration, pump station upgrades, and other relevant drawing sets. Inclusion of an orthophoto base will be encouraged at this initial design stage. Each Phase should be submitted separately if sequencing requires it to maintain schedule.
Cost estimates will be prepared with relevant and recent unit rates and apply MMCD form of tender standards with supplementals as recommended from the consultant or requested by the Township. The consultant will be encouraged to highlight high-cost items and make recommendations to the Township for cost-saving opportunities. A minimum of two weeks for review time by Township departments and relevant external agencies can be anticipated.
- **90% DESIGN DRAWINGS & CLASS B COST ESTIMATE / QUANTITIES SUBMISSION** – Provide the Township with all relevant 90% drawing sets informed by feedback from staff on the 60% drawing set. Provide the Township with a minimum of one week of review time.
- **ISSUED FOR TENDER DESIGN DRAWINGS & CLASS A COST ESTIMATE / QUANTITIES SUBMISSION** – Submit signed and sealed final detailed design drawings, final unit price and quantities in hardcopy and digital format (AutoCAD® 2018 or later).

PHASE 2 – Tender Support Services

- **TENDER DOCUMENT:** Provide the Township with a completed MMCD tender document. The Township will be responsible for posting the tender. Phase 1 and 2 should be priced to be tendered separately.
- **TECHNICAL SUPPORT** – Act as the Township’s technical Consultant during the tendering process responding to tender enquiries.
- **SITE MEETING** – Attend site meetings if required to answer questions and inform cost and scheduling related considerations.
- **TENDER AWARD RECOMMENDATION** – Provide a written recommendation for tender award.
- **ISSUED FOR CONSTRUCTION DRAWINGS (IFC)** – Update IFT’s to IFC drawing set following revisions with contractor through the tendering process.

PHASE 3 – Contract Administration & Inspection

- **DESIGN MODIFICATION SUPPORT** – The Consultant is to provide services and an allowance to accommodate any design changes through the construction process as requested by the Township and to the satisfaction of the projects engineer of record. An allowance of 10% of Phase 3 proposal fees or otherwise agreed to fee allotment will be confirmed in advance of the Township awarding Phase 3 of the work plan.
- **CONTRACT ADMINISTRATION** – The Consultant is to provide contract administration and certify progress payments for the construction services Phase. Consultant to define required level of effort to adequately oversee the project delivery.
- **INSPECTION** – Provide site inspection during construction to provide technical guidance, on-site project management, and to ensure adherence to the contract specifications by the contractor as per requirements of most recent MMCD contract documents. Photo documentation, bi-weekly project updates and quantities variances should be a part of regular duties. Consultant to define required level of effort to adequately oversee the project delivery. Level of effort may vary based on the complexity of construction activities.
- Variability in the level of effort to match the complexity or pace of construction should be considered when developing the fee schedule for both Construction Administration and Inspection services.
- **AS BUILT SURVEY** – Provide as-built survey and drawing preparation within 3 months after substantial completion (identified as a separate optional line item in proposal).
- **AS BUILT DRAWINGS** – One (1) signed and sealed hardcopy set of the as-built drawings. One (1) digital copy of the as-built drawings in the Township’s defined coordinate system (AutoCAD® 2018 or later format).

7 DESIGN REQUIREMENTS

- Designs are to be based on *MMCD 2019 Edition* standard specifications and detail drawings with guidance from all necessary industry practices and guides. Successful proponent to develop standard specifications for projects of similar nature to the above.

8 OUT OF SCOPE

The following tasks are out of scope for the successful proponent:

- Public engagement

9 RFP SCHEDULE

The RFP schedule for this Work is as follows:

- RFP issued on January 17, 2025;
- RFP closes on February 13th, 2025 at 2:00 P.M. local time;

- The Township intends contract award at the Esquimalt Council Meeting on March 3, 2025. To meet this timeline, no extensions are anticipated.
- It is the Township's expectation that work will progress in an organized and timely manner.

10 PROPOSAL ENQUIRIES

All enquiries should be written and directed to:
Charles Davie, ASCT, MMCD CCA
Manager of Engineering
Email: charles.davie@esquimalt.ca
Telephone: 250-414-7147

11 PROPOSAL REQUIREMENTS

Proposals are to be submitted by email to the Engineering Manager's email address as indicated above in the Proposal Enquiries Section. Proposals will be clearly laid out to address the items listed below:

- **Title page:**
 - Reference the RFP number and title, the firm's address, the name and number of the contact person and the date of the Proposal.
- **Table of Contents**
- **Section 1 - Scope of Work and Methodology:**
 - The Proponent will outline their understanding of the Scope of Work and how they will deliver this work, including the following:
 - Clear understanding of the objectives and expected deliverables
 - Proposed methodology for each phase of the deliverables
 - Identifies what the Proponent can offer as value added services to the Township of Esquimalt
- **Section 2 - Schedule:**
 - Provide a schedule that shows completion of the work based on the work plan and methodology provided.
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- **Section 3 - Proponents and Staff Qualifications and Roles:**
 - The Proponent shall provide information on key individuals that will be undertaking this Work and their capacity to complete this Work. This information should highlight how the various individuals will be involved in the Project and their relevant experience.

- If a sub-consultant/contract is to be utilized, this information should also be supplied.
- The Consultant shall also provide a brief corporate profile, covering the company's history, office location(s,) the corporate operating philosophy, etc.
- **Section 4 - References:**
 - Provide a minimum of 3, maximum of 5 selected projects. Information should provide details on past projects the Proponent has completed that are similar to the tender project and demonstrate the Proponent's suitability.
 - Each reference shall contain the following:
 - Name of the contact person.
 - Position of contact person held in the previous project
 - Phone number and email address
 - Project name/description/cost of project
- **Section 5 – Fee Proposal:**
 - Provide a fee proposal for the required scope of work to complete the deliverables, including rates for the personnel identified in Section 3, a breakdown of hours, and information on all additional rates such as office charge, administration, disbursements, travel (etc.).
 - At a minimum, the proposal should align with the three phases listed in the Deliverables.
- **Section 6 - Insurance:**
 - Provide information that details the Proponent's ability to secure insurance that meet the requirements of the request for proposal.

12 AVAILABLE INFORMATION

The following information is available to the Proponent:

- Cadastral drawing of the Township (AutoCAD)
- Access to the Township GIS database
- Preliminary designs shown in Appendix A in AutoCAD
- Professional Services Contract
 - Standard Contract for Services – Township of Esquimalt.

13 EVALUATION CRITERIA

The following criteria outlined below will be utilized in the evaluation of the Proposals.

Criterion	Weighting
Fee Proposal	30%
Project Team Experience and Capacity	25%
Methodology	25%
Project Schedule	10%
References	10%

14 GENERAL INSTRUCTIONS FOR THE PROPONENTS

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

- 14.1 The Corporation of The Township of Esquimalt expressly reserves rights to the following:
- 14.1.1 To accept any Proposal;
 - 14.1.2 To reject any and/or all irregularities in the Proposal submitted;
 - 14.1.3 To reject any and/or all Proposals;
 - 14.1.4 To accept a Proposal that is not the lowest cost;
 - 14.1.5 To make decisions with due regard to quality of service and experience, compliance with requirements and any other such factors as may be necessary in the circumstances;
 - 14.1.6 To work with any Participant whose Proposal, in the opinion of the Management, is in the best interest of The Township;
 - 14.1.7 To cancel or re-issue the RFP.
- 14.2 All Proposals must be submitted to the Engineering Department, by email to the following:
- All enquiries should be written and directed to:
Charles Davie, AScT, MMCD CCA
Manager of Engineering
Email: charles.davie@esquimalt.ca
Telephone: 250-414-7147

The Proposal is to be saved as an email attachment in PDF File format. The body of the email must reference the title of the proposal. Do not include your fee in the body of the email, as the attachments will not be opened until the Proposal closing time:

February 13th, 2025 2:00 P.M. local time

- 14.3 A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.
- 14.4 Any Proposal received after the hour and date specified will not be considered and will be returned unopened.
- 14.5 Telephoned or faxed Proposals will not be accepted.
- 14.6 Modification of a Proposal after RFP closing date will result in the return of the Proposal.
- 14.7 Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.
- 14.8 It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.
- 14.9 While The Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Township will assume no responsibility for any oral information or suggestion(s).
- 14.10 Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If The Township elects to reject all responses, The Township will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.
- 14.11 All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.
- 14.12 Except as expressly and specifically permitted in these General Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.
- 14.13 The Proponent warrants that the Proponent is not employed by The Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Proposal are intended to be supplied to the department in which such employee works.
- 14.14 If the Proponent is a company, the Proponent warrants that none of its officers, directors or employees with authority to bind the company is an immediate relative of employees of The Township, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works.

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- 14.15 In this section “Immediate Relative” means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.
- 14.16 If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of The Township with respect to the Proposal, whether before or after the submission of the Proposal, The Township shall be entitled to reject or not accept the Proposal.
- 14.17 The key personnel named in the Proponents RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the firm, or for any unknown reason are unable to continue fulfilling their role, the Proponent must propose a suitable replacement, and obtain written consent from The Township. Acceptance of the proposed replacement is at the sole discretion of The Township.
- 14.18 Any and all addendums to this RFP opportunity will be forwarded to all prospective Proponents. It is the sole responsibility of participants to ensure they have provided accurate contact information to receive all addendums prior to RFP closing.
- 14.19 Proponents responding to this competitive process agree to the terms and conditions of the Proposal opportunity as issued by The Township. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.
- 14.20 The Proponent shall indemnify and save harmless The Township and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss or judgment (including costs, defence expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of The Township’s property or facilities.
- 14.21 The Proponent shall waive all rights or subrogation or recourse against The Township as a result of the granting of this contract or the use of The Township’s property or facilities.
- 14.22 The Proponent shall indemnify and pay The Township promptly, on demand for any loss or damage to The Township’s property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.
- 14.23 The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.
- 14.24 The Proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same.

INSURANCE

- 14.24.1 The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia:

14.24.1.1 Comprehensive General Liability Insurance	\$2,000,000.00
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14.24.1.2 Professional Liability	\$1,000,000.00
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14.24.2 The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of \$1,000,000 inclusive per occurrence, for bodily injury, death and property damage. Such policy shall include:

14.24.2.1 The Township and its officers, employees, officials, agents, representatives and volunteers as Additional Insured

14.24.2.2 Cross liability and a waiver of subrogation or recourse against The Township

14.24.2.3 Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of The Township, to be delivered by registered mail to the attention of the Risk Manager at the address of Municipal Hall.

14.24.3 The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.

14.24.4 The Proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the Proponent programs and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.

14.24.5 The Township shall be under no obligation to verify that the coverage outlined in Clause 9.25.2 is adequate for the needs of the Proponent.

14.24.6 The successful Proponent will enter into a contract in the format as in the attached in Appendix B, including all conditions included in the RFP.

14.24.7 All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.

14.25 BEST OFFER

14.25.1 The Township will notify the successful Proponent that its Proposal has been selected as the Best Offer.

14.25.2 A contract is formed only when the owner issues a purchase order to the selected Proponent who has submitted the Best Offer.

APPENDIX A

APPENDIX B

APPENDIX C