



Request for Proposal

Issue Date: September 23th, 2019

PROJECT: River Road Watermain Upgrades

LOCATION: Town of Lake Cowichan, BC

OVERVIEW: The Town of Lake Cowichan is inviting qualified firms to submit proposals for the Design and Construction Management of the River Road Watermain Upgrades Project.

BACKGROUND: The Town's water distribution system is separated into four (4) pressure zones. Water is supplied by Lake Cowichan through the North Shore pump station. From the North Shore pump station, water enters Pressure Zone 1 and is stored in the Lake Cowichan storage reservoir. From Pressure Zone 1, water is boosted to Pressure Zone 2 through the River Road booster pump station. There is approximately 1 km of existing water mains in Pressure Zone 2 and approximately 36 km of mains distribute water throughout the Town.

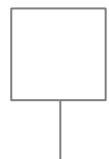
The existing pipe diameter west of the Red River Water Main are 50 to 100 mm. The booster pump station and pipe network do not meet the existing and future scenarios for fire flow conditions.

The Lake Cowichan First Nations also plan to build a future 31 lot subdivision in the area serviced by Pressure Zone 2 within the next 5 years. This upgrade should meet the needs of the future subdivision.

PROJECT OBJECTIVES: The project is to upgrade the River Road Watermains and Booster Pump Station to meet all future demands for water pressure and fire flow conditions in Pressure Zone 2.

PROJECT TASKS:

1. Review of Hydraulic model to verify water flow requirements.
2. Complete the preliminary and detailed designs of a River Road watermain and booster pump upgrades.
3. Obtain all necessary approvals.
4. Assistance in tendering to successful construction bidder.
5. Construction, supervision and contract administration.



6. Commissioning of new watermain.
7. Provision of maintenance literature/manual and training of Town staff.
8. Any other related duties to facilitate realization of project.

COMPLETION TIMEFRAME: Construction completed by March 31, 2020

SUPPORTING BACKGROUND MATERIAL

The successful proponent will receive access to the following studies and reports:

1. Hydraulic Capacity and Modelling Analysis Town of Lake Cowichan – Geo Advice Sept 6, 2019.

**PROJECT CONSULTANT
BUDGET**

\$55,000

**SUBMISSION
CONTENT:**

Proposals shall respond to the information contained within this RFP document and should include the following:

Proposed Work Program

The work program shall specifically outline tasks and deliverables.

Proposed Schedule

The schedule should provide detailed estimates for project components and include a timeline estimate for the deliverables. It is anticipated that the project should be completed this Fiscal Year.

Consultant Qualifications

This community seeks a firm or individual with experience in asset management.

The submission shall provide the following details:

1. Firm (s') name, address, email and brief firm description;
2. References from clients for comparable work undertaken; and
3. Firm (s') professional experience in completing projects of a similar nature and subject matter.

Budget

The proposals shall provide the following budgetary details:

1. Itemized costs for completing all tasks and deliverables
2. Breakdown of time of each consultant team member; and
3. Estimation of expenses and taxes.

EVALUATION CRITERIA:

During the evaluation process any or all of the firms may be invited for a telephone interview at their own expense.

Consultants will be evaluated specifically on:

1. Quality of the proposal (10%);
2. Responsiveness to the requirements of the RFP (20%);
3. Qualifications and relevant experience (20%);
4. Understanding of the project (20%);
5. Quality of work experience (20%); and
6. Proposed budget and ability to complete the work (10%).

The Town reserves the right to reject any or all submissions, to waive informalities and irregularities in the submissions received and accept any proportion of any submission if deemed in the best interest of the project and the Town.

All materials submitted regarding this RFP and deliverables from the subsequent contract with the successful consultant will become the property of the Town. The Town is not liable for any costs incurred by entities prior to the execution of the contract.

INSURANCE

Any Contract resulting from this RFP will require that the Consultant, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, comprehensive commercial general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage and including liability assumed under the Contract. The Town is to be added as an additional insured and the policy shall contain a cross liability clause. The Consultant will provide the Town with evidence of the required insurance in the form of a certificate of insurance, upon execution and delivery of the Contract.

The Consultant will provide and maintain professional liability insurance in an amount not less than \$1,000,000 insuring the Consultant's liability resulting from errors and omissions in the performance of professional services under the Contract.

REGISTRATION WITH WORKSAFE BC

The Consultant and any approved sub-consultants must be registered with the WorkSafe BC, in which case WorkSafe BC coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Consultant may be required to submit a WorkSafe BC Clearance Letter indicating that all assessments have been paid. The Consultant shall abide by all provisions of the Workers Compensation Act of British Columbia and must sign a safety agreement in the form provided by the town.

SUBMISSION REQUIREMENTS:

The Town of Lake Cowichan shall receive the proposals no later than 3 pm on Friday, Oct 18th as one digital copy, by email or flash drive.

Proposals and/or inquiries shall be addressed to:

Joseph A. Fernandez
Chief Administrative Officer
Town of Lake Cowichan
P.O. Box 860,
39 South Shore Road
Lake Cowichan BC V0R 2G0
Email: jfernandez@lakecowichan.ca

Technical Inquiries can be addressed to:

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Superintendent, Public Works and Engineering Services
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Phone: 250-749-6244