



Request for Quotations
for
DETAILED ENGINEERED DESIGN FOR SYSTEM TIE-IN CONSTRUCTION FOR THE
HONEYMOON BAY LILY PARK WELL

Request for Quotations No.: **R18-25**

Issued: **February 26, 2018**

Submission Deadline: **March 21, 2018 @ 2 p.m. local time**

TABLE OF CONTENTS

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS.....3

- 1.1 Invitation to Respondents3
- 1.2 RFQ Contact3
- 1.3 Type of Contract for Deliverables3
- 1.4 RFQ Timetable3
- 1.5 Submission of Quotations.....4

PART 2 – EVALUATION AND AWARD5

- 2.1 Stages of Evaluation.....5
- 2.2 Stage I – Mandatory Submission Requirements5
- 2.3 Stage II – Evaluation5
- 2.4 Stage III – Pricing5
- 2.5 Selection of Top-Ranked Respondent5

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS6

- 3.1 General Information and Instructions6
- 3.2 Communication after Issuance of RFQ7
- 3.3 Notification and Debriefing.....7
- 3.4 Conflict of Interest and Prohibited Conduct.....8
- 3.5 Confidential Information.....9
- 3.6 Procurement Process Non-Binding.....10
- 3.7 Governing Law and Interpretation.....10

APPENDIX A – SUBMISSION FORM12

APPENDIX B – PRICING15

APPENDIX C – RFQ PARTICULARS16

- A. THE DELIVERABLES16
- B. MATERIAL DISCLOSURES.....18
- C. MANDATORY SUBMISSION REQUIREMENTS21
- D. MANDATORY TECHNICAL REQUIREMENTS.....21
- E. PRE-CONDITIONS OF AWARD21
- F. RATED CRITERIA21

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Respondents

This Request for Quotations (the “RFQ”) is an invitation by the Cowichan Valley Regional District (the “CVRD”) to prospective respondents to submit non-binding quotations for REQUEST FOR QUOTATION R18-25 DETAILED ENGINEERED DESIGN FOR SYSTEM TIE-IN CONSTRUCTION FOR THE HONEYMOON BAY LILY PARK WELL, as further described in Section A of the RFQ Particulars (Appendix C) (the “Deliverables”).

The CVRD seeks professional services of a qualified engineer to assist the CVRD with the final detailed engineered design for construction, from an existing preliminary design document, for the development of a new groundwater well and connecting infrastructure for the community of Honeymoon Bay, Lake Cowichan, BC.

The successful Proponent is to provide detailed design, design drawings, and specifications for a Class A Cost Estimate and a complete tender package suitable for tendering the entire project, using the assumption that the work will be completed by a private contractor. The proponent will also be asked to give a detailed cost estimate in providing services for project management, as well as deliver complete as-built drawings at project completion.

1.2 RFQ Contact

For the purposes of this procurement process, the “RFQ Contact” will be:

Anthony Jeffery
purchasing@cprd.bc.ca

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of the CVRD, other than the RFQ Contact, concerning matters regarding this RFQ. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent’s quotation.

1.3 Type of Contract for Deliverables

The selected respondent will be requested to enter into a contract for the provision of the Deliverables. It is the CVRD’s intention to enter into a contract with only one (1) legal entity.

1.4 RFQ Timetable

Issue Date of RFQ	February 26, 2018
Site Visit / Pre-Bid Meeting	March 5, 2018 [11:00 a.m.] local time
Deadline for Questions	March 7, 2018 [4:00 p.m.] local time
Deadline for Issuing Addenda	March 12, 2018
Submission Deadline	March 19, 2018
Anticipated Execution of Agreement	March 21, 2018

The RFQ timetable is tentative only, and may be changed by the CVRD at any time.

Site Visit/Pre-Bid Meeting

The site visit will provide opportunity as a familiarization visit to access design/construction conflicts, and become acquainted with existing conditions.

1.5 Submission of Quotations

1.5.1 Quotations to be submitted to Prescribed Location

Quotations must be submitted at: purchasing@cvrld.bc.ca

1.5.2 Quotations to be submitted on Time

Quotations must be submitted to the email address set out above on or before the Submission Deadline. Quotations submitted after the Submission Deadline will be rejected. The CVRD does not accept any responsibility for quotations delivered to any other email address or by any other means by the respondent. Respondents are advised to submit their quotations well before the deadline. Respondents submitting quotations near the deadline do so at their own risk. Quotations will be deemed to be received when they enter into the CVRD system and the CVRD accepts no responsibility for quotations sent prior to the deadline that fail for any reason to enter into the CVRD system by the deadline.

The determination of whether the quotation is delivered by the Submission Deadline shall be based on the electronic time and date stamp generated by the CVRD's server, whether or not accurate.

1.5.3 Quotations to be submitted in Prescribed Format

Respondents must submit one electronic copy of their quotation to the email address noted in 1.5.1. The email should indicate the RFQ title and number (see RFQ cover page) in the subject line and the full legal name of the respondent in the body of the email.

Respondents should note that the maximum acceptable email size is 8MB. If greater than 8MB, respondents should email quotations in multiple emails. If sending in multiple emails, each email should indicate the total number of emails that are being sent. All emails must be received prior to the Submission Deadline.

1.5.4 Amendment of Quotations

Respondents may amend their quotations prior to the Submission Deadline by submitting the amendment in the same prescribed format as detailed in 1.5.3. Any amendment should clearly indicate which part of the quotation the amendment is intended to amend or replace.

1.5.5 Withdrawal of Quotations

At any time throughout the RFQ process until the execution of a written agreement for provision of the Deliverables, a respondent may withdraw a submitted quotation. To withdraw a quotation, a notice of withdrawal must be emailed to the RFQ Contact in the same prescribed format as detailed in 1.5.3 and must be signed by an authorized representative of the respondent. The CVRD is under no obligation to return withdrawn quotations.

[End of Part 1]

PART 2 – EVALUATION AND AWARD

2.1 Stages of Evaluation

The CVRD will conduct the evaluation of quotations in the following stages:

2.2 Stage I – Mandatory Submission Requirements

Stage I will consist of a review to determine which quotations comply with all of the mandatory submission requirements. Quotations that fail to satisfy the mandatory submission requirements will be rejected. The mandatory submission requirements are listed in Section C of the RFQ Particulars (Appendix C).

2.3 Stage II – Evaluation

Stage II will consist of the following two sub-stages:

2.3.1 Mandatory Technical Requirements

The CVRD will review the quotations to determine whether the mandatory technical requirements as set out in Section D of the RFQ Particulars (Appendix C) have been met. Questions or queries on the part of the CVRD as to whether a quotation has met the mandatory technical requirements will be subject to the verification and clarification process set out in Part 3.

2.3.2 Rated Criteria

The CVRD will evaluate each qualified quotation on the basis of the rated criteria as set out in Section F of the RFQ Particulars (Appendix C).

2.4 Stage III – Pricing

Stage III will consist of a scoring of the submitted pricing in each qualified quotation in accordance with the price evaluation method set out in pricing (Appendix B). The evaluation of price will be undertaken after the evaluation of mandatory requirements and rated criteria has been completed.

2.5 Selection of Top-Ranked Respondent

After the completion of Stage III, all scores from Stage II and Stage III will be added together and respondents will be ranked based on their total scores. Subject to the process rules contained in the Terms and Conditions of the RFQ Process (Part 3), the top-ranked respondent will be invited to enter into the Agreement in accordance with Part 3. In the event of a tie, the selected respondent will be the respondent selected by way of coin. The selected respondent will be notified in writing and will be expected to satisfy any applicable conditions of this RFQ, including the pre-conditions of award listed in Section E of the RFQ Particulars (Appendix C), and enter into the Agreement within the timeframe specified in the selection notice. Failure to do so may result in the disqualification of the respondent and the selection of another respondent or the cancellation of the RFQ.

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFQ PROCESS

3.1 General Information and Instructions

3.1.1 Respondents to Follow Instructions

Respondents should structure their quotations in accordance with the instructions in this RFQ. Where information is requested in this RFQ, any response made in a quotation should reference the applicable section numbers of this RFQ.

3.1.2 Quotations in English

All quotations are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the respondent's quotation should be submitted in a fixed form, and the content of websites or other external documents referred to in the respondent's quotation but not attached will not be considered to form part of its quotation.

3.1.4 Past Performance

In the evaluation process, the CVRD may consider the respondent's past performance or conduct on previous contracts with the CVRD or other institutions.

3.1.5 Information in RFQ Only an Estimate

The CVRD and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in this RFQ or issued by way of addenda. Any quantities shown or data contained in this RFQ or provided by way of addenda are estimates only, and are for the sole purpose of indicating to respondents the general scale and scope of the Deliverables. It is the respondent's responsibility to obtain all the information necessary to prepare a quotation in response to this RFQ.

3.1.6 Respondents to Bear Their Own Costs

The respondent will bear all costs associated with or incurred in the preparation and presentation of its quotation, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Quotation to be retained by the CVRD

The CVRD will not return the quotation or any accompanying documentation submitted by a respondent.

3.1.8 No Guarantee of Volume of Work or Exclusivity of Contract

The CVRD makes no guarantee of the value or volume of work to be assigned to the successful respondent. The contract with the selected respondent will not be an exclusive contract for the provision of the described Deliverables. The CVRD may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFQ

3.2.1 Respondents to Review RFQ

Respondents should promptly examine all of the documents comprising this RFQ, and may direct questions or seek additional information in writing by email to the RFQ Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFQ Contact. The CVRD is under no obligation to provide additional information, and the CVRD is not responsible for any information provided by or obtained from any source other than the RFQ Contact. It is the responsibility of the respondent to seek clarification from the RFQ Contact on any matter it considers to be unclear. The CVRD is not responsible for any misunderstanding on the part of the respondent concerning this RFQ or its process.

3.2.2 All New Information to Respondents by Way of Addenda

This RFQ may be amended only by addendum in accordance with this section. If the CVRD, for any reason, determines that it is necessary to provide additional information relating to this RFQ, such information will be communicated to all respondents by addendum. Each addendum forms an integral part of this RFQ and may contain important information, including significant changes to this RFQ. Respondents are responsible for obtaining all addenda issued by the CVRD. In the Submission Form (Appendix A), respondents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If the CVRD determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, the CVRD may extend the Submission Deadline for a reasonable period of time.

3.2.4 Verify, Clarify and Supplement

When evaluating quotations, the CVRD may request further information from the respondent or third parties in order to verify, clarify or supplement the information provided in the respondent's quotation, including but not limited to clarification with respect to whether a quotation meets the mandatory technical requirements set out in Section C of the RFQ Particulars (Appendix C). The CVRD may revisit, re-evaluate and rescore the respondent's response or ranking on the basis of any such information.

3.3 Notification and Debriefing

3.3.1 Notification to Other Respondents

Once an agreement is executed by the CVRD and a respondent, the other respondents may be notified directly in writing and will be notified by public posting in the same manner that this RFQ was originally posted of the outcome of the procurement process.

3.3.2 Debriefing

Respondents may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be in writing to the RFQ Contact and must be made within sixty (60) days of such notification.

3.3.3 Procurement Protest Procedure

If a respondent wishes to challenge the RFQ process, it should provide written notice to the RFQ Contact in accordance with the CVRD's procurement protest procedures and any applicable trade agreement or other applicable bid protest procedures. The notice must provide a detailed explanation of the respondent's concerns with the procurement process or its outcome.

3.4 Conflict of Interest and Prohibited Conduct

3.4.1 Conflict of Interest

For the purposes of this RFQ, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) in relation to the RFQ process, the respondent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the CVRD in the preparation of its quotation that is not available to other respondents, (ii) communicating with any person with a view to influencing preferred treatment in the RFQ process (including but not limited to the lobbying of decision makers involved in the RFQ process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFQ process or render that process non-competitive or unfair; or
- (b) in relation to the performance of its contractual obligations under a contract for the Deliverables, the respondent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

3.4.2 Disqualification for Conflict of Interest

The CVRD may disqualify a respondent for any conduct, situation or circumstances, determined by the CVRD, in its sole and absolute discretion, to constitute a Conflict of Interest as defined above.

3.4.3 Disqualification for Prohibited Conduct

The CVRD may disqualify a respondent, rescind notice of selection or terminate a contract subsequently entered into if the CVRD determines that the respondent has engaged in any conduct prohibited by this RFQ.

3.4.4 Prohibited Respondent Communications

Respondents must not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix A).

3.4.5 Respondent Not to Communicate with Media

Respondents must not at any time directly or indirectly communicate with the media in relation to this RFQ or any agreement entered into pursuant to this RFQ without first obtaining the written permission of the RFQ Contact.

3.4.6 No Lobbying

Respondents must not, in relation to this RFQ or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful respondent(s).

3.4.7 Illegal or Unethical Conduct

Respondents must not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Respondents must not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of the CVRD; deceitfulness; submitting quotations containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFQ.

3.4.8 Past Performance or Past Conduct

The CVRD may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by the CVRD, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

3.5 Confidential Information

3.5.1 Confidential Information of the CVRD

All information provided by or obtained from the CVRD in any form in connection with this RFQ either before or after the issuance of this RFQ:

- (a) is the sole property of the CVRD and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFQ and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from the CVRD; and
- (d) must be returned by the respondent to the CVRD immediately upon the request of the CVRD.

3.5.2 Confidential Information of Respondent

A respondent should identify any information in its quotation or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the CVRD. The confidentiality of such information will be maintained by the CVRD, except as otherwise required by law or by order of a court or tribunal. Respondents are advised that their quotations will, as necessary, be disclosed, on a confidential basis, to advisers retained by the CVRD to advise or assist with the RFQ process, including the evaluation of quotations. If a respondent has any questions about the collection and use of personal information pursuant to this RFQ, questions are to be submitted to the RFQ Contact.

3.6 Procurement Process Non-Binding

3.6.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding bidding process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFQ will not give rise to any Contract A–based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
- (b) neither the respondent nor the CVRD will have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a quotation submitted in response to this RFQ.

3.6.2 No Contract until Execution of Written Agreement

This RFQ process is intended to solicit non-binding quotations for consideration by the CVRD and may result in an invitation by the CVRD to a respondent to enter into the Agreement. No legal relationship or obligation regarding the procurement of any good or service will be created between the respondent and the CVRD by this RFQ process until the execution of a written agreement for the acquisition of such goods and/or services.

3.6.3 Non-Binding Price Estimates

While the pricing information provided in quotations will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the quotations and the ranking of the respondents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of the CVRD to enter into an agreement for the Deliverables.

3.6.4 Cancellation

The CVRD may cancel or amend the RFQ process without liability at any time.

3.7 Governing Law and Interpretation

These Terms and Conditions of the RFQ Process (Part 3):

- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);

- (b) are non-exhaustive and must not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the province of British Columbia and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – SUBMISSION FORM

1. Respondent Information

Please fill out the following form, naming one person to be the respondent's contact for the RFQ process and for any clarifications or communication that might be necessary.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Fax:	
Respondent Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The respondent acknowledges that the RFQ process will be governed by the terms and conditions of the RFQ, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between the CVRD and the respondent unless and until the CVRD and the respondent execute a written agreement for the Deliverables.

3. Ability to Provide Deliverables

The respondent has carefully examined the RFQ documents and has a clear and comprehensive knowledge of the Deliverables required. The respondent represents and warrants its ability to provide the Deliverables in accordance with the requirements of the RFQ for the rates set out in its quotation.

4. Non-Binding Pricing

The respondent has submitted its pricing in accordance with the instructions in the RFQ and in Pricing (Appendix B) in particular. The respondent confirms that the pricing information provided is accurate. The respondent acknowledges that any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact the acceptance of its quotation or its eligibility for future work.

5. Addenda

The respondent is deemed to have read and taken into account all addenda issued by the CVRD prior to the Deadline for Issuing Addenda. The respondent is requested to confirm that it has received all addenda by listing the addenda numbers, or if no addenda were issued by writing the word "None", on the following line: _____ . Respondents who fail to complete this section will be deemed to have received all posted addenda.

6. No Prohibited Conduct

The respondent declares that it has not engaged in any conduct prohibited by this RFQ.

7. Conflict of Interest

Respondents must declare all potential Conflicts of Interest, as defined in section 3.4.1 of the RFQ. This includes disclosing the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the quotation; **AND** (b) were employees of the CVRD within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the respondent will be deemed to declare that (a) there was no Conflict of Interest in preparing its quotation; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

Otherwise, if the statement below applies, check the box.

- The respondent declares that there is an actual or potential Conflict of Interest relating to the preparation of its quotation, and/or the respondent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFQ.

If the respondent declares an actual or potential Conflict of Interest by marking the box above, the respondent must set out below details of the actual or potential Conflict of Interest:

8. Disclosure of Information

The respondent hereby agrees that any information provided in this quotation, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The respondent hereby consents to the disclosure, on a confidential basis, of this quotation by the CVRD to the advisers retained by the CVRD to advise or assist with the RFQ process, including with respect to the evaluation this quotation.

Signature of Respondent Representative

Name of Respondent Representative

Title of Respondent Representative

Date

I have the authority to bind the respondent.

APPENDIX B – PRICING

1. Instructions on How to Provide Pricing

- (a) Respondents should provide the information requested under Section 3 below (“Required Pricing Information”) by reproducing and completing the table below in their quotations, or, if there is no table below, by completing the attached form and including it in their quotations.
- (b) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for GST and PST, which should be itemized separately.
- (c) Rates quoted by the respondent must be all-inclusive and must include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

2. Evaluation of Pricing

Pricing is worth **30 points** of the total score.

Pricing will be scored based on a relative pricing formula using the rates set out in the pricing form. Each respondent will receive a percentage of the total possible points allocated to price for the particular category it has submitted a quotation for, which will be calculated in accordance with the following formula:

$$\text{lowest price} \div \text{proponent's price} \times \text{weighting} = \text{proponent's pricing points}$$

3. Required Pricing Information

ALL INCLUSIVE PRICE TO PROVIDE DELIVERABLES AS OUTLINED IN APPENDIX C RFQ PARTICULARS	\$
+ 5% (GST)	\$
TOTAL PRICE including GST	\$

APPENDIX C – RFQ PARTICULARS

A. THE DELIVERABLES

The CVRD recently completed a successful well drilling program for the Honeymoon Bay Water System, located in Electoral Area F, Cowichan Lake South/Skutz Falls.

Prior to 2008, the Honeymoon Bay Water System was fed from two surface sources; one directly from Lake Cowichan and one from a dam/weir structure located in Ashburnham Creek approximately 2 km upstream of the creek outfall into the lake. Due to the high cost of dual barrier treatment requirements from surface sources now required by the Island Health Authority. The CVRD eliminated surface water source connections in 2008 with the replacement of one groundwater production well.

Currently the Honeymoon Bay Water System relies on this production well located near the new water treatment building. This primary source of potable water supply has seasonal capacity and has had trouble meeting demand during the summer months when the population of Honeymoon Bay increases due to seasonal residents and visitors to the area.

The intent of the well drilling program was to find another groundwater source that could be added to the system to alleviate severe water restrictions in the summer months, as well as to allow future development and population growth in the area. With the services of Lowen Hydrogeological Consulting Limited Ltd (LHC) and the assistance of Drillwell Enterprises, three six-inch steel cased wells were drilled on CVRD parks lands.

In April of 2015 Active Earth Engineering was hired by the CVRD to complete a preliminary design report delivering two possible alignment options for the connection of the Lily Park Well to the treatment works building (attached for your information).

Lowen Hydrogeology Consulting Ltd. (LHC) services were retained by the CVRD again to complete the assessment required for source approval, in furthering the CVRD to secure the construction permit from Island Health and Groundwater Licencing from the Province. This process lent to the siting and construction of an eight-inch production well installed November 2017 producing a sustainable yield of 400 GPM for use as a high yield production well for the community.

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 lending limit of the project.

Objectives toward the community gain from the project include;

- a strategy to ensure adequate servicing, of water supplies, during emergencies;
- to ensure an adequate quantity and quality of domestic water supply for existing and future users;

- to ensure that 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
- Protect watercourses for riparian habitat, fish protection, and plant and wildlife habitat within parks.

Detailed Design Objectives

There are a number of specific objectives for the detailed design, which are 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 CVRD application for Groundwater Licencing proposed at total annual pump volume of 358091m³, provision in design for pipe works and pump selection to meet a sustainable dynamic rate of approximately 285GPM from the new production well.
- Wellhead Protection; Although Dennis Lowen's Report (2018) identifies the siting of Well #3 (ID #40544) in Lily Park as being within 45m of the shoreline for Lake Cowichan, at an elevation of 171m putting it above the 167.3m high water mark it still falls within the boundary of the BC floodplain. With future projected changes to climate the CVRD needs to consider the potential of the well being subject to flooding. Critical engineered principles need to be applied to prevent foreign matter from the surface from entering the well casing or aquifer. Given these circumstances, engineered practices of using a **pitless monitor** as a testable device is the preferred measure by the CVRD to ensure adequate sealing of the well casing, and in meeting the construction requirements of the BC Groundwater Protection Regulation are to be met.
- Further to the above building construction within the BC floodplain to house the wellhead, power, communications, and controls will be constructed of an Insulated Concrete Wall Forming System. Assessment of hazard types associated with the flood hazard area (water course, alluvial fan, areas subject to debris flow) in determining floodplain construction requirements.
- 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.
- It is anticipated that the new well line will be constructed of either C900 DR18 Poly Vinyl Chloride (PVC) or DR11 High Density Polyethylene (HDPE) water pipe, and all other system components meet the requirements of NSF/ANSI 61. Incorporation of sections of existing conveyance piping, and cost consideration toward directional drilling for limited access sections with extensive restoration should be considered
- Given the restriction of the current budget for construction the design will include an option for a staged approach to construction. This option would give consideration for a system interconnect at the Old CL2/PRV Building while considering use of existing pressure tank/contact chamber as option B.

- Wireless communications and electrical between the well and the water treatment building should be considered in the design process and/or possibly a communications cable, or a combination of both.
- Basic categories of electrical work, including normal and emergency power distribution, lighting, communication distribution and interfacing, security systems, life safety systems, electric heating, special grounding systems and all standard items associated with these categories. Specification of sizing, and configuration for ultra violet disinfection for the water treatment building, may need to be considered (in view of existing provision at treatment building). *All electrical, instrumentation, and communication design will be conducted under advice from the CVRD Electrician.
- 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, and AWWA Standards
- Protection of the natural environment, its ecosystems and biological diversity; giving consideration to watercourses, riparian areas, and environmentally sensitive areas. In considering the projects impact towards the above mentioned environmental concerns, in relation to siting, construction and silt management.
- Cowichan Lake shall be regarded as a potential long-term supply of water for the Cowichan Valley and as such, efforts should be directed towards preventing contaminants from entering the Lake during this project.

B. MATERIAL DISCLOSURES

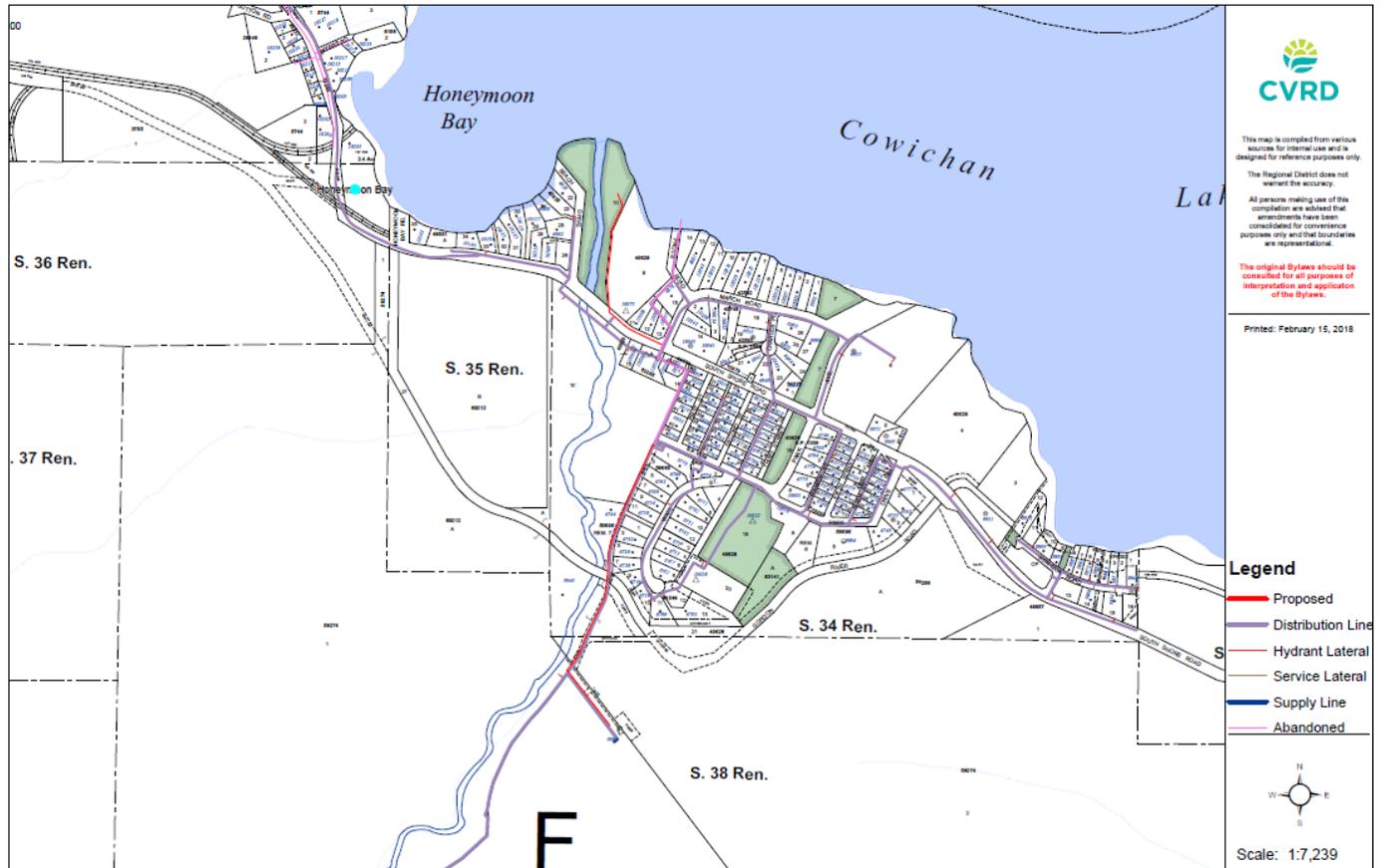
The successful candidate will work with CVRD staff to produce a final detailed design report and drawings for construction that would include, but not be limited to the alignment option and detailed design of the tie-in of the proposed production well to the existing water treatment building. The report will also include a detailed cost estimate of the alignment option as well as the well development, electrical, and control systems costs. Given the environmental sensitivity of the location of Well #3 a Riparian Assessment, provision for General Best Management Practices, and Standard Project Considerations are applied to fulfill the *Water Act* and *Fisheries Act* Regulation's.

These costs, along with the well development costs, would be included in the construction estimates provided by the successful proponent.

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 Honeymoon Bay System service area, specifically within: limits of Lily Park, South Shore Road, and Statutory Right-of-Way.



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

Resources Provided

The CVRD is providing the following resource material:

- Lowen Hydrogeology Report, March, 2015;
- Scope of Area;
- Honeymoon Bay Water System Base Plan;
- Honeymoon Bay Water Upgrades, 2007, as-built drawings;
- Honeymoon Bay Treatment Building Tender Drawings, 2007 (Record Drawings not available);
- SROW Plan EPP3558;
- Lily Park Well – Honeymoon Bay Preliminary Design, Project 890 Active Earth, 2015; and
- Lowen Hydrogeology Consulting Assessment Report, 2018

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

Please refer to Hyperlink below for access to documents;

<https://ln.sync.com/dl/9ba0c4460#d9rx8q33-6yvj7wbm-hkcq8kxc-k3qtc27y>

*if problems are encountered with hyperlink copy and paste into browser

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 maybe available for this project, and can be converted and provided in alternative formats on request;
- CAD data CVRD infrastructure will be provided; and
- Data, mapping and diagrams of non-CVRD resources must be acquired by the successful Consultant.

Staff Resources

A project coordinator for the CVRD will be identified to provide a single point of contact for all consultant inquiry and reporting.

C. MANDATORY SUBMISSION REQUIREMENTS

1. Submission Form (Appendix A)

Each quotation must include a Submission Form (Appendix A) completed and signed by an authorized representative of the respondent.

2. Pricing (Appendix B)

Each quotation must include pricing information that complies with the instructions contained in Pricing (Appendix B).

3. Other Mandatory Submission Requirements

N/A

D. MANDATORY TECHNICAL REQUIREMENTS

N/A

E. PRE-CONDITIONS OF AWARD

WorkSafeBC BC

The successful Proponent will be required to show proof of WorkSafeBC coverage confirming that the Proponent is active, in good standing, and has met WorkSafeBC criteria for advance clearance.

Insurance

The successful Proponent shall at all times during the currency of this Project and any extension or renewal thereof, at its own expense, obtain and provide the CVRD with evidence of:

Commercial General Liability Insurance, against all claims for personal injury, including bodily injury resulting in death, and property damage with an inclusive limit of not less than Two Million (\$2,000,000) per occurrence. Such policy shall name the CVRD as an additional insured with respect to the liability arising out of the operations of the named insured.

Indemnification

The successful Proponent will be required to agree to the following respecting liability and indemnity:

The consultant agrees that the Cowichan Valley Regional District (referred hereinafter as the CVRD) shall not be liable for any injury or damage (including death) to any employees, officer or agent of the Proponent, unless the injury loss or damage is caused by the negligence of an officer or employee of the CVRD while acting within the scope of his/her employment.

The consultant agrees that it shall, at all times, indemnify and save harmless the CVRD, and each of its elected officials, officers, employees and agents from and against all claims, demands, losses, costs, damages, action, suits or other proceedings made, sustained, brought or made

upon the CVRD in respect of any costs, expenses, loss, damage or injury, including death, and reasonable legal fees, arising out of any cause, whether direct or indirect, by reason of or in connection with negligent acts or omissions of the Proponent or any of its officers, directors, employees or agents in connection with the services performed, purportedly performed or required to be performed by the Proponent under this contractual agreement.

Professional Liability Insurance with a minimum per claim limit of not less than One Million (\$1,000,000), and a minimum annual aggregate of not less than Two Million (\$2,000,000).

F. RATED CRITERIA

The following sets out the categories, weightings and descriptions of the rated criteria of the RFQ. Respondents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

Rated Criteria Category	Weighting (Points)
i. Experience and Qualifications	20 points
ii. Methodology and Work Plan Description	30 points
Detailed Work Schedule & Staff Allocation	20 points
Pricing (See Appendix B for details)	30 points
Total Points	100 points

Suggested Quotation Content for Non-Price Criteria

i. Experience and Qualifications

Each respondent should provide the following in its quotation:

- (a) a brief description of the respondent;
- (b) a description of its knowledge, skills and experience relevant to the Deliverables; and
- (c) the roles and responsibilities of the respondent and any of its agents, employees and sub-contractors who will be involved in providing the Deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.

ii. 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. Preference will be given to:

- A demonstrated understanding of the objectives, context, issues, deliverables and methodologies;

Attendance to all aspects of the Scope of Work.

iii Detailed Work Schedule & Staff Allocation

Provide a Detailed Work Schedule detailing the proponent's approach to the activities described in the Scope of Work and Project Schedule and allocation of staff hours. Incorporate any refinements to the stated requirements, which you believe, are appropriate. Identify any staff time or information requirements from the CVRD, which have not been addressed in these Terms of Reference.

iiii Pricing

See Appendix B - Pricing