



**Request for Quotation (RFQ) 18 330:
Outfall Inspections for Curran Road & YMCA Camp**

1.0 INTRODUCTION

The Sunshine Coast Regional District (Regional District) is requesting quotations from qualified Contractors to conduct commercial dive inspections of two wastewater treatment plant outfalls on the Sunshine Coast. We require these inspections to be completed by 1 March 2018.

2.0 INFORMATION

Below is summary information for these two outfalls. Engineering drawings have been included in Appendix 1.

Curran Road Wastewater Treatment Plant Outfall

Location: 5521 Curran Road, Halfmoon Bay, BC V0N 1Y2

Outfall length: 285 m

Length from low water: 175 m

Coordinates (Lat/Long): Start of exposed pipe: 49° 30.761'N 123° 55.367'W (+/-). Terminus: 49° 30.605' N, 123° 55.390' W (+/-)

Terminus depth (m): 141 feet chart datum

Outfall diameter (mm): 150 mm

YMCA Camp Elphinstone Wastewater Treatment Plant Outfall

Location: 1765 YMCA Road, Gibsons, BC V0N 1V6

Outfall length: 155 m

Length from low water: 132 m

Coordinates (UTM): Start of exposed pipe: N 5477269 E 465993. Terminus: N 5477242 E 466144

Terminus depth (m): 30 m chart datum

Outfall diameter (mm): 150 mm

3.0 SITE ACCESS

The Contractor will be responsible to launch their boat from the nearest public boat launch and the Contractor will communicate to the Regional District the public access points that will be used.

4.0 DELIVERABLES

The deliverables for this work are two outfall inspection reports – one for each of the outfalls described above. The reports must:

- be sufficient to meet outfall inspection requirements for BC Ministry of Environment wastewater permits (ensure the outfall is in good working condition) and outfall inspection requirements for BC Ministry of Environment wastewater authorizations under the Municipal Wastewater Regulation (examine the entire length of the pipe and diffuser for leaks, breaks and blockages);
- inspect and assess the condition of outfall pipe anchoring;
- list and provide a detailed description of any deficiencies and provide recommendations for any needed repairs;
- include high quality colour photos of the pipe armouring where the pipe enters the water, the pipe anchors, outfall terminus and any leaks, breaks, blockages or other areas of concern; and
- be submitted within two weeks of the inspection date(s).



5.0 EVALUATION CRITERIA:

Upon receiving submissions, the Regional District will conduct an evaluation process. The Regional District will be under no obligation to receive further information, whether written or oral, from any Proponent. The Regional District is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a submission.

All submissions will be evaluated for their completeness and suitability with respect to the requirements of the Regional District by a committee composed of Regional District's staff or designates, which may include third party consultant(s).

The evaluations will be weighted between completeness of the submissions & mandatory requirements and financial response. The lowest priced or any submission will not necessarily be accepted.

6.0 SUBMISSION REQUIREMENTS:

The submission must be prepared in a manner that clearly demonstrates fulfilment of all the listed requirements.

- 1. Cover Letter**
- 2. Proposal:** Provide qualifications, methodology and approach for completing the work.
- 3. Fee Schedule:** Provide separate fees for each outfall as well as a total fee for the project.
- 4. Site Safety Plan** **Schedule B**
- 5. WCB & Certificate of Insurance**

Please reply by e-mail to purchasing@scrd.ca with your quotation no later than 3:00pm February 16, 2018.



SCHEDULE A – TERMS AND CONDITIONS

1. ACCEPTANCE OF TERMS

Submission indicates acceptance of all the terms and conditions, including those that follow and that are included in all appendices and any addenda.

2. CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Contractor finds any inconsistencies, errors or omissions in the quotation documents or require information, clarification of any provision contained therein, they shall submit their query in writing via email: purchasing@scrd.ca. Questions regarding this quotation must be received by 15:00 five (5) business days prior to the closing date.

Any interpretation of, addition to, deletions from or any other known corrections to the quotation documents, will be issued as written addendum by the Regional District and will be emailed to all Contractors.

3. INDEMNITY, INSURANCE & WORKSAFE BC

The Contractor will indemnify and save harmless the Regional District, its employees, Board Members and agents from and against any and all losses, claims, damages, actions, causes of action, costs and expenses the Regional District may sustain, incur, suffer or be put to at any time either before, during or after the termination of the Contract, where the same or any of them are based upon, arise out of or occur, directly or indirectly, by reason of any act or omission of the Contractor or of any agent, employee, officer, director or assignment of the Contractor pursuant to this Contract, excepting always liability arising out of the independent negligent act of the Regional District.

The Contractor shall be responsible for any and all damages or claims for injuries or accidents done or caused by them or by any of their operations or by their employees, or from any failure, neglect or omission on their part or on the part of their employees and covenants, and agree to hold the Regional District harmless and indemnified from all such damages and claims for damage.

The Contractor shall obtain, provide proof of and continuously hold for the term of the contract, insurance coverage with the Regional District listed the minimum limits of not less than those stated below:

- Commercial General Liability – not less than \$1,000,000 per occurrence
- Vehicle Third Party Liability – not less than \$1,000,000 per occurrence
- Errors & Omissions Liability – not less than \$1,000,000 per occurrence
- Protection and Indemnity Liability – not less than \$1,000,000 per occurrence

The Contractor is required to add Regional District as an “additional insured” on the Commercial General Liability policy of insurance and the policy shall contain a cross-liability/severability of interest clause.

The Contractor must comply with all applicable laws and bylaws within the jurisdiction of the work. The Contractor must further comply with all conditions and safety regulations of the Workers’ Compensation Act of British Columbia and must be good standing during the term of any contract entered into from this process. Within two working days after Notice of Award, a Letter of Good Standing must be provided.

4. AWARD OF CONTRACT

Procurement policy at the Regional District offers contracts to businesses and contracts through an open, fair and consistent competitive bidding process. This process ensures the Regional District receives the best overall value for the goods and services it requires. The Regional District reserves the right to cancel, award all or part of the scope of work described in this document to a single Contractor or may split the award with multiple Contractors. The lowest or any submission may not necessarily be accepted by the Regional District



5. CHANGE ORDER & AMENDMENTS

Any change must be supported by a written Change Order and will be an amendment to this Agreement. The amendment will be issued by the Regional District and signed by the Contractor acknowledging their agreement. This Agreement may be amended only by written contract document.

6. DISPUTE RESOLUTION

All unresolved disputes arising out of any contractual relationship associated therewith or derived therewith shall be referred to and finally resolved by arbitration administered by Mediate BC services pursuant to its rules, unless otherwise mutually agreed between the parties.

7. TERMINATION OF CONTRACT

The Regional District may, by Notice of Default to the Contractor, immediately terminate in whole or in part of the Contract if the Contractor fails to perform the services required. In the event the Regional District does terminate the Contract in whole or in part as specified above, the Regional District may purchase terminated services and the Contractor shall be liable to the Regional District for any excess costs for such services and for reasonable liquidated damages.

The Regional District at its sole discretion may terminate this Contract if there is a major violation of agreed conditions or where the Contractor has taken an action against the Regional District. During the Contract period, should the Regional District experience budget restraint or operational requirements that require review of this Contract, the Regional District reserves the right to terminate this Contract without penalty, with two weeks written notice. If key personnel on the project team changes the Regional District reserves the right to cancel the Contract prior to the term.

8. SUCCESSION

This Agreement shall endure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representatives, successors and assigns.

9. INVOICING & PAYMENTS

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or products and approved invoices. Original invoices are to be forwarded to the accounts payable department of the Regional District. The purchase order number assigned by the Regional District must be stated on the invoice otherwise payment may be delayed. Payments will be issued by approved invoices at the contract price.

10. PRICING, CURRENCY AND TAXES

Prices will be firm for the entire contract period unless this document specifically states otherwise. All lump sum fees shall be in Canadian dollars and include all costs of performing all the services required before and after tax(es).

11. IRREVOCABLE OFFER

Submissions must be irrevocable for 90 days from the closing date and time. Failure to provide a complete the document as requested may result in rejection of the submission.



SCHEDULE B – SITE SAFETY AND ACCESS PLAN

The intent of the Site Safety and Access Plan is for the Contractor to describe how they will perform the work safely. The Contractor shall fill in the details below.

Entering and exiting the sites	
Performing the work while on site	
Personal protective equipment	
Safety for public and other contractors in the surrounding area	
Other safety considerations	



Appendix 1 – Engineering Drawings