



INFRASTRUCTURE SERVICES COMMITTEE

Thursday, July 8, 2021

Held Electronically in Accordance with Ministerial Order M192
and Transmitted via the SCRD Boardroom, 1975 Field Road,
Sechelt, B.C.

AGENDA

CALL TO ORDER 9:30 a.m.

AGENDA

1. Adoption of Agenda

PRESENTATIONS AND DELEGATIONS

2. Wilbert Yang, Senior Waste Management Engineer, Tetra Tech Verbal
Regarding Future Waste Disposal Option Analysis Study Part 3 –
Detailed Analysis of Options

REPORTS

3. Future Waste Disposal Options Next Steps Verbal
General Manager, Infrastructure Services / Manager, Solid Waste
Services
Regional Solid Waste (Voting – All)
4. Power System Replacement for Sechelt Landfill Update To follow
Manager, Solid Waste Services
Regional Solid Waste (Voting – All)
5. Water Supply Update Verbal
General Manager, Infrastructure Services
6. Request for Quotations 2137006 and 2137007 Contract Award - Annex A
Pipe Supply and Contracted Equipment for Chaster Road and pp 1 - 4
Henry Road
Capital Projects Coordinator
Regional Water (Voting – A, B, D, E, F and Sechelt)
7. Request for Proposal 2137005 Contract Award – Design, Annex B
Permitting and Engineering Services for Upgrades to McNeil, pp 5 - 7
Chapman, and Edwards Dams
Capital Projects Coordinator
Regional Water (Voting – A, B, D, E, F and Sechelt)

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- | | |
|--|---------------------|
| 8. Water Supply Advisory Committee Meeting Minutes of June 7, 2021
Regional Water (Voting – A, B, D, E, F and Sechelt) | Annex C
pp 8 – 9 |
| 9. Solid Waste Management Plan Monitoring Advisory Committee Meeting Minutes of June 15, 2021
Regional Solid Waste (Voting – All) | Annex D
pp 10 |

COMMUNICATIONS

NEW BUSINESS

IN CAMERA

ADJOURNMENT

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – July 8, 2021

AUTHOR: Trevor Rutley, Capital Projects Coordinator

SUBJECT: **REQUEST FOR QUOTATIONS (RFQ) 2137006 AND 20137007 CONTRACT AWARDS – PIPE AND FITTINGS SUPPLY AND CONTRACTED EQUIPMENT FOR CHASTER ROAD AND HENRY ROAD WATER MAIN REPLACEMENT PROJECTS**

RECOMMENDATION(S)

THAT the report titled Request for Quotations (RFQ) 2137006 and 20137007 Contract Awards – Pipe and Fittings Supply and Contracted Equipment for Chaster Road and Henry Road Water Main Replacement Projects be received;

AND THAT the contract for supply of ductile iron pipe and fittings for Chaster Road and Henry Road Water Main Replacement Projects be awarded to Andrew Sheret Ltd. in the amount of \$285,318.38 (plus GST);

AND THAT the contract for the supply of excavation and hauling equipment for the Chaster Road and Henry Road Water Main Projects be awarded to GRP Construction Ltd. in the amount of \$255,343.75 (plus GST);

AND THAT the delegated authorities be authorized to execute the contracts;

AND FURTHER THAT this recommendation be forwarded to the July 8, 2021 Board Meeting.

BACKGROUND

Staff have identified two sections of water main to be replaced under the Regional Water System [370] annual water mains replacement base budget – Henry Road, north of Reed Road; and Chaster Road between Frank West Hall and Pratt Road.

The Henry Road section has been selected to replace the existing asbestos cement pipe with ductile iron pipe, enhancing system reliability and further reducing the amount of remaining in service asbestos cement water main. The water main will also be upsized from 200 mm diameter to 300 mm diameter, which will enable more efficient filling of the Henry Road reservoir.

The Chaster Road section has been selected as the existing water main has experienced multiple leaks in recent years. Test digs completed in 2019 identified that the pipe is in deteriorated condition between Pratt Road and Frank West Hall. The section of Pratt Road between Chaster Road and Malaview Road will also be replaced to eliminate the short bottleneck of 150 mm diameter pipe.

In order to complete these projects as planned, a contract is required for the supply of 300 mm diameter ductile iron pipe and fittings. A contract is also required for the supply and operation of excavation equipment and hauling equipment.

Staff prepared a Request for Quotation (RFQ) each for supply of pipe and fittings and for the supply of contracted equipment. The RFQs were posted on BC Bid as well as being advertised locally.

DISCUSSION

Analysis

For the supply of pipe and fittings, three compliant bids were received. Upon review to ensure all requirements were met, staff recommend that the contract be awarded to Andrew Sheret Ltd. They submitted the lowest bid price at a total of \$285,318 (plus GST).

For the supply of contracted equipment, two compliant bids were received. Upon review to ensure all requirements were met, staff recommend that the contract be awarded to GRP Construction Ltd. They submitted the lowest bid price at a total of \$204,275 (plus GST).

As the contracted equipment bid price is based on hourly rates, and the total number of hours required is currently unknown, staff recommend awarding the contract on a time and materials basis with a contingency of 25% added to the bid value. This will alleviate the need to issue a contract amendment should there be unforeseen delays or mitigating factors during construction. The total recommended 'not to exceed' contract value for GRP Construction Ltd. is \$255,344.

Financial Implications

The Chaster Road and Henry Road water main replacement projects fall under the water main replacement annual base budget of \$1,258,940 which is funded from [370] Regional Water capital reserves. To date, \$78,642.92 has been committed from this base budget for engineering services related to the replacement of an existing marine crossing water main between Wescan Road and Sans Souci Road in Secret Cove.

The total value of the new recommended contracts is \$540,662. As shown in the following table, this leaves a remainder of \$639,635 under the mains replacement base budget.

Staff Report to Infrastructure Services Committee – July 8, 2021
Request for Quotations (RFQ) 2137006 and 20137007 Contract Awards – Pipe and Fittings Supply and Contracted Equipment for Chaster Road and Henry Road Water Main Replacement Projects **Page 3 of 4**

370 RWS Mains Replacement Base Budget	Allocated Budget
RFQ 2137006 – Pipe and Fitting Supply, Henry and Chaster Roads	\$285,318
RFQ 2137007 – Contracted Equipment, Henry and Chaster Roads	\$204,275
25% Contingency on Contracted Equipment	\$51,069
Wescan Marine Crossing Engineering	\$78,643
Total	\$619,305
Budget	\$1,258,940
Remainder	\$639,635

The remaining budget will be sufficient to cover all costs related to the construction of the Henry Road and Chaster Road water mains excluded from the proposed contracts (ie. asphalt restoration, archaeology, traffic management, etc.).

Estimated completion date

The estimated start date for construction on is August 16, 2021. This is based on the guaranteed delivery date of 30 days from issue of a Purchase Order for the supply of pipe and fittings. The two construction projects will be completed in sequence, with all work expected to be complete by October 2021. SCRD staff will install the watermains.

Asphalt paving services will be required for pavement restoration in the work areas. The placement of asphalt is temperature and weather dependent as asphalt cannot be placed during inclement weather, nor can it be placed on frozen surfaces. Staff have prepared an RFQ for procurement of the paving services which will be posted to BC Bid in July 2021.

A report for the recommendation of award of the paving services contract will be brought to the September ISC Meeting.

Organizational Implications

Note: The SCRD, as part of the upcoming changes to its Procurement Policy, is working toward the transition of pro-active disclosure of all compliant bid price and value. Until September 2021 procurement processes that are already in progress, will not have this disclosed bid information during this transition phase.

STRATEGIC PLAN AND RELATED POLICIES

These water main replacement projects reflect the objectives identified in the Strategic Plan, including the Strategic Focus Area of *Asset Stewardship*.

CONCLUSION

In accordance with the SCRD’s Purchasing Policy, RFQs 2137006 and 2137007 were issued for the pipe and fittings supply and equipment procurement for the Henry Road and Chaster Road water mains replacement projects.

Three compliant bids were received for the pipe and fitting supply, and two compliant bids were received for contracted equipment supply.

Staff recommend awarding a contract for the supply of ductile iron pipe and fittings to Andrew Sheret Ltd. for the amount of \$285,318 (plus GST).

Staff recommend awarding a contract for the supply of contracted equipment to GRP Construction Ltd. for the amount of \$255,344 (plus GST), which includes a 25% contingency.

Reviewed by:			
Manager		CFO/Finance	X-T. Perreault
Acting GM	X-S. Walkey	Legislative	
CAO	X -D. McKinley	Purchasing	X-V. Cropp

SUNSHINE COAST REGIONAL DISTRICT STAFF REPORT

TO: Infrastructure Services Committee – July 8, 2021

AUTHOR: Trevor Rutley, Capital Projects Coordinator

SUBJECT: REQUEST FOR PROPOSAL (RFP) 2137005 CONTRACT AWARD – DESIGN, PERMITTING AND ENGINEERING SERVICES FOR UPGRADES TO McNEIL, CHAPMAN, AND EDWARDS LAKE DAMS

RECOMMENDATION(S)

THAT the report titled Request for Proposal (RFP) 2137005 Contract Award – Design, Permitting and Engineering Services for Upgrades to McNeil, Chapman, and Edwards Lake Dams be received;

AND THAT the contract for Design, Permitting and Engineering Services for Upgrades to McNeil Lake Dam be awarded to WSP Canada Inc. in the amount of \$106,183 (plus GST);

AND THAT the contract for Design, Permitting and Engineering Services for Upgrades to Chapman and Edwards Lake Dams be awarded to WSP Canada Inc. in the amount of \$193,817 (plus GST);

AND THAT the delegated authorities be authorized to execute the contracts;

AND FURTHER THAT this recommendation be forwarded to the July 8, 2021 Board Meeting for consideration.

BACKGROUND

In 2020, the SCRD contracted WSP Canada Inc. (WSP) to complete a dam safety audit of the Chapman, Edwards, and McNeil Lake dams and to prepare Operation, Maintenance and Surveillance Manuals (OMS), Dam Emergency Plans (DEP), and Dam Safety Reviews (DSR) for these structures. The dam safety assessment and reports were submitted to the BC Dams Safety Authority, as required under the Dam Safety Regulation, and have been reviewed by the local Dam Safety Officer.

As part of the DSRs, WSP outlined a list of deficiencies and non-conformances for each dam and made recommendations for corrective actions to address these deficiencies. The Board adopted the following resolutions (excerpts) as part of the 2021 budget process at the regular Board Meeting on February 25, 2021:

046/21 (in part) **Recommendation No. 63** *South Pender Harbour Water Service [366] – 2021 R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 2 – McNeil Lake Dam Upgrades-Phase 1, \$149,500 funded through Electoral Area A – Federal Gas Tax Community Works Fund;

Recommendation No. 67 *Regional Water Service [370] – 2021
R1 Budget Proposals*

THAT the following budget proposals be approved and incorporated into the 2020 Round 2 Budget:

- Budget Proposal 2 – Chapman and Edwards Dam Improvements, \$240,500 funded from Capital Reserves.

The two projects were combined into a single Request for Proposal (RFP) in order to benefit from efficiencies and consistencies from having a single consultant and set of subcontractors to complete the work. The RFP was issued to secure an experienced and qualified engineering consultant to complete the detailed dam safety analysis, design, completion of a construction cost estimate, and completion of the tender ready construction documents for the upgrades to these dams. Also, included in the scope of work is the completion of a detailed dam breach downstream analysis and flood inundation mapping for each of the dams.

DISCUSSION

Analysis

In response to the RFP advertisement, two responsive and compliant consultant proposals were received. Led by Purchasing, the evaluation team independently reviewed and scored the proposals based on the evaluation criteria set out in the RFP document. Based on the evaluation, staff recommend that the Dam Upgrades contracts for McNeil, Chapman and Edwards Lake Dams, be awarded to WSP. WSP’s proposal satisfied the qualifications and requirements stipulated in the RFP and WSP was graded to be the highest ranked consultant.

WSP’s fee estimate for the scope of work outlined in the RFP is \$106,183 for McNeil Lake Dam, and \$193,817 for Chapman and Edwards Lake Dams.

Financial Implications

As shown in the following table, the recommended ‘not to exceed’ contract values for the dam upgrades engineering services are within the allocated project budget. The remaining project budget is \$43,317 for the McNeil Lake Dam and \$46,683 for the Chapman and Edwards Lake Dam, which equates to contingency of approximately 40% and 19% respectively.

This contingency would only be used on an as needed basis, and any contract amendments would be brought forth to the Board for approval in advance of performing the work. Staff are confident that the remaining project budget will be sufficient to address any unexpected expenses not accounted for in the base scope.

WSP	McNeil Lake Dam (excludes GST)	Chapman Lake Dam and Edwards Lake Dam (excludes GST)
Dam Upgrades Engineering Services (per RFP 2137005)	\$106,183	\$193,817

Approved Budget (2021)	\$149,500	\$240,500
Remainder	\$43,317	\$46,683

Organizational Implications

Note: The SCRD, as part of the upcoming changes to its Procurement Policy, is working toward the transition of pro-active disclosure of all compliant bid price and value. Until September 2021 procurement processes that are already in progress, will not have this disclosed bid information during this transition phase.

Timeline for next steps

WSP’s proposal included a project schedule that initiates work on July 19, 2021, continuing toward a target completion date of January 2022.

Included in the scope of work is a Class ‘B’ cost estimate for construction activities, which will be the basis of the 2022 budget proposals for construction tendering and anticipated award and construction of the dam safety improvements at each of the three dams.

STRATEGIC PLAN AND RELATED POLICIES

The dam upgrades design projects reflect the objectives identified in the Strategic Plan, including the Strategic Focus Area of *Asset Stewardship*.

CONCLUSION

In accordance with the SCRD’s Purchasing Policy, RFP 2137005 was issued for the engineering services related to design and permitting for the structural upgrades to the McNeil, Chapman, and Edwards Lake Dams. Two compliant bids were received for the engineering services.

Staff recommend awarding a contract for the dam engineering services related to McNeil Lake Dam to WSP Canada, Inc. in the amount up to \$106,183 (plus GST).

Staff recommend awarding a contract for the dam engineering services related to Chapman and Edwards Lake Dams to WSP Canada Inc. in the amount up to \$193,817 (plus GST).

This would leave remaining project budgets of \$43,317 for the McNeil Lake Dam and \$46,683 for Chapman and Edwards Lake Dams.

Reviewed by:			
Manager	X - S. Walkey	CFO/Finance	X-T. Perreault
Manager	X - S. Misiurak		
GM	X - R. Rosenboom	Legislative	
CAO	X-D. McKinley	Purchasing	X-V. Cropp

**SUNSHINE COAST REGIONAL DISTRICT
WATER SUPPLY ADVISORY COMMITTEE**

June 7, 2021

RECOMMENDATIONS FROM THE WATER SUPPLY ADVISORY COMMITTEE MEETING
HELD VIA ZOOM

PRESENT:	Vice-Chair	D. McCreath D. Marteinson A. Skelley M. Hennessy T. Beck T. Adams B. Fielding T. Silvey
ALSO PRESENT:	Director, Area F Director Area D Direct Area A Sechelt Indian Government District Town of Gibsons	M. Hiltz A. Tize L. Lee (part) A. Paul (part) B. Beamish
(Non-voting)	GM, Infrastructure Services Manager, Strategic Initiatives Water Sustainability Coordinator Administrative Assistant/Recorder	R. Rosenboom M. Edbrooke J. Callaghan T. Ohlson
	Public	1
REGRETS:		J. Bowen S. Thurber

Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.

CALL TO ORDER 3:30 p.m.

AGENDA The agenda was adopted as presented.

MINUTES

Recommendation No. 1 *Water Supply Advisory Committee Meeting Minutes of May 3, 2021*

The Water Supply Advisory Committee recommended that the Water Supply Advisory Committee meeting minutes of May 3, 2021 be received for information.

REPORTS

Recommendation No. 2 *2020 Leak and High Use Analysis*

The Water Supply Advisory Committee recommended that the report titled 2020 Leak and High Use Analysis be received for information.

Discussion included the following:

- Water loss equivalent to an additional well being brought online
- Requirements to repair water leaks
- Use of volumetric billing to incentivize residents to fix leaks
- Possibility to urge residents to receive water meter data
- Bylaw notification for leak repairs
- Additional information to provide on leak notification letters including how to read the meter, examples of volumes of leaks (i.e. toilet leak, dripping tap), property damage dangers of unseen leaks, use of local stories to highlight success

The General Manager, Infrastructure Services provided the Committee with an update on Water Supply projects which included the Langdale Well Field development, Mary Anne West Park and status update on the Church Road Well Field.

Discussion included the following:

- Dusty Road well and future mining activity.

The Manager, Strategic Initiatives discussed water meter communications with the Committee.

Discussion included the following:

- Newspaper ads in Coast Reporter
- Let's Talk Water event on May 26, 2021
- Public questions on Let's Talk SCRD website
- Suggestion for repetitive messaging that describes the importance of water meters. Local governments must remain neutral and transparent during the AAP process, and need to provide electors enough information about the proposal to help them make informed decisions. The SCRD's role is not to influence, rather it is to inform.
- Field Road is set up for providing forms and information with the public regarding AAP, Monday to Friday from 8:30 am to 4:30 pm, excluding statutory holidays.

NEXT MEETING July 5, 2021 @ 3:30 p.m.

ADJOURNMENT 4:53 p.m.

**SUNSHINE COAST REGIONAL DISTRICT
SOLID WASTE MANAGEMENT PLAN MONITORING ADVISORY COMMITTEE**

June 15, 2021

RECOMMENDATIONS FROM THE SOLID WASTE MANAGEMENT PLAN MONITORING
ADVISORY COMMITTEE MEETING HELD VIA ZOOM

PRESENT:

(Voting Members)

Chair

I. Winn

Members

D. New-Small

M. Cambon

ALSO PRESENT:

(Non-Voting)

Director, Electoral Area E

D. McMahon

Director, Electoral Area A

L. Lee

Town of Gibsons

M. Brown

District of Sechelt

P. Appelt

Manager, Solid Waste Services

R. Cooper

Solid Waste Programs Coordinator

A. Patrao

Recorder

T. Ohlson

Regrets

P. Robson

S. White

J. Waldorf

Directors, staff, and other attendees present for the meeting participated by means of electronic or other communication facilities in accordance with Sunshine Coast Regional District Board Procedures Bylaw 717.

CALL TO ORDER

11:00 a.m.

As a quorum of 4 committee members was not reached, the agenda was not adopted and the meeting was adjourned.

NEXT MEETING

Tuesday, July 20, 2021

ADJOURNMENT

11:16 a.m.