



Sunshine Coast Regional District

Request for Proposal

Number: 2137020

for

Eastbourne Groundwater Development

Issue Date:

December 1, 2021

Closing Date of

December 30, 2021 at 3:00 PM local time

OPTIONAL/MANDATORY SITE MEETING: A mandatory site meeting will NOT be held.

CONTACT: All enquiries related to this Request for Proposals, including any requests for information and clarification, are to be submitted by December 15, 2021 and directed, in writing, to Submissions@scrd.ca, who will respond if time permits with a Q&A on BC Bid by December 21, 2021. Information obtained from any other source is not official and should not be relied upon. Enquiries and any responses providing new information will be recorded and posted to BC Bid or otherwise distributed to prospective Proponents.

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Proponent or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP.

BC Bid Electronic Submission: Proponents may submit an electronic proposal using BC Bid. Proposals must be submitted in accordance with the BC Bid requirements and e-bidding key requirements (found at www.bcbid.ca). Only pre-authorized electronic bidders registered on the BC Bid system can submit an electronic proposal using the BC Bid system. Use of an e-bidding key is effective as a signature.

OR

Hard Copy Submission: Proponents must submit **ONE (1)** hard-copies and **ONE (1)** electronic copy on a USB Drive of the proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

**Sunshine Coast Regional District
1975 Field Road
Sechelt, BC V0N 3A1**

Regardless of submission method, proposals must be received before Closing Time to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any Addenda. By submitting a proposal the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

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1. GENERAL TERMS & CONDITIONS

1.1 DEFINITIONS

Throughout this Request for Proposals, the following definitions apply:

“Addenda” means all additional information regarding this RFP, including amendments to the RFP;

“BC Bid” means the BC Bid website located at www.bcbid.ca;

“Closing Location” includes the location or email address for submissions indicated on the cover page of this RFP, or BC Bid, as applicable;

“Closing Time” means the closing time and date for this RFP as set out on the cover page of this RFP;

“Contract” means the written agreement resulting from the RFP executed by the Regional District and the successful Proponent;

“Contractor” means the successful Proponent to the RFP who enters into a Contract with the Regional District;

“Must”, or **“mandatory”** means a requirement that must be met in order for a proposal to receive consideration;

“Proponent” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“Proposal” means a written response to the RFP that is submitted by a Proponent;

“Request for Proposals” or **“RFP”** means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by the Regional District by Addenda; and

“Should”, **“may”** or **“weighted”** means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

“SCRD”, **“Regional District”**, **“Organization”**, **“we”**, **“us”**, and **“our”** mean Sunshine Coast Regional District.

1.2 FORM OF PROPOSAL

This Proposal must be completed in its entirety. Failure to properly complete this Proposal form may cause your Proposal to be rejected. The signing officer must initial all corrections. The Sunshine Coast Regional District (Regional District) reserves the right to permit a correction, clarification or amendment to the Proposal or to correct minor errors and irregularities.

1.3 SUBMISSION OF PROPOSAL

a) Proposals must be submitted before Closing Time to the Closing Location using one of the submission methods set out on the cover page of this RFP. Proposals must not be sent by fax. The Proponent is solely responsible for ensuring that, regardless of submission method selected, the Regional District receives a complete Proposal, including all attachments or enclosures, before the Closing Time.

b) For electronic submissions (BC Bid or email), the following applies:

(i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;

(ii) The Regional District limits the maximum size of any single email message to 20Mb or less.

(iii) Proponents should endeavour to submit emailed proposal submissions in a single message and avoid sending multiple email submissions for the same opportunity. If an electronic submission exceeds the applicable maximum single message size, the Proponent may make multiple submissions (BC Bid upload or multiple emails for the same opportunity). Proponents should identify the order and number of emails making up the email proposal submission (e.g. “email 1 of 3, email 2 of 3...”);

(iv) For email proposal submissions sent through multiple emails the Regional District reserves the right to seek clarification or reject the proposal if the Regional District is unable to determine what documents constitute the complete proposal;

(v) Attachments must not be compressed or encrypted, must not contain viruses or malware, must not be corrupted, and must be able to be opened using commonly available software (e.g. Adobe Acrobat). Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. The Regional District has no obligation to attempt to remedy any message or attachment that is received corrupted or cannot be viewed. The Regional District may reject proposals that are compressed encrypted, cannot be opened or that contain viruses or malware or corrupted attachments.

c) For BC Bid e-submissions only pre-authorized e-bidders registered on BC Bid can submit electronic bids on BC Bid. BC Bid is a subscription service (\$150 per year) and the registration process may take two business days to complete. If using this submission method, Proponents should refer to the BC Bid website or contact BC Bid Helpdesk at 250-387-7301 for more information. An electronic proposal submitted on BC Bid must be submitted using the e-bidding key of an authorized representative of the Proponent. Using the e-bidding key of a subcontractor is not acceptable.

d) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 1.6, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.

e) The Regional District strongly encourages Proponents using electronic submissions to submit proposals with sufficient time to complete the upload and transmission of the complete proposal and any attachments before Closing Time.

f) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent’s computer and the Regional District Electronic Mail System or BC Bid.

g) While the Regional District may allow for email proposal submissions, the Proponent acknowledges that email transmissions are inherently unreliable. The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If the Regional District Electronic Mail System rejects an email proposal submission for any reason, and the Proponent does not successfully resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact the Regional District Contact immediately to arrange for an alternative submission method if:

- (i) the Proponent's email proposal submission is rejected by the Regional District Electronic Mail System; or
- (ii) the Proponent does not receive an automated response email from the Regional District confirming receipt of each and every message transmitted, within a half hour of transmission by the Proponent.

An alternate submission method may be made available, at the Regional District's discretion, immediately to arrange for an alternative submission method, and it is the Proponent's sole responsibility for ensuring that a complete proposal (and all attachments) submitted using an approved alternate submission method is received by the Regional District before the Closing Time. The Regional District makes no guarantee that an alternative submission method will be available or that the method available will ensure that a Proponent's proposal is received before Closing Time.

1.4 SIGNATURE REQUIRED

Proposals must be properly signed by an officer, employee or agent having authority to bind the Proponent by that signature.

1.5 CLARIFICATIONS, ADDENDA & MINOR IRREGULARITIES

If any Proponent finds any inconsistencies, errors or omissions in the proposal documents or requires information, clarification of any provision contained therein, they shall submit their query in writing or email, addressed as follows:

Purchasing Division
Sunshine Coast Regional District
1975 Field Road, Sechelt, BC V0N 3A1

purchasing@scrd.ca

Any interpretation of, addition to, deletions from or any corrections to the proposal documents will be issued as written addendum by the Regional District.

All Addenda will be posted on BC Bid. It is the sole responsibility of the Proponent to check for Addenda on BC Bid. Proponents are strongly encouraged to subscribe to BC Bid's email notification service to receive notices of Addenda.

1.6 WITHDRAWAL OR REVISIONS

Proposals or revisions may be withdrawn by written notice provided such a notice of withdrawal is received prior to the closing date and time. Proposals withdrawn will be returned to the Proponent unopened. Revisions to the proposals already received shall be submitted only by electronic mail, or signed letter. The revision must state only the amount by which a figure is to be increased or decreased, or specific directions as to the exclusions or inclusion of particular words.

1.7 CONDUCT OF THE CONTRACT

Unless otherwise specified within this document, any queries regarding this Request for Proposal are to be directed to Purchasing@scrd.ca. No other verbal or written instruction or information shall be relied upon by the Bidder, nor will they be binding upon the Regional District.

1.8 CONFLICT OF INTEREST/NO LOBBYING

(a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in the Regional District's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with the Regional District Contact prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.

(b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate, for this purpose directly or indirectly with any employee, contractor or representative of the Regional District, including members of the evaluation committee and any elected officials of the Regional District, or with the media, may result in disqualification of the Proponent.

1.9 CONTRACT

By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with the Regional District on substantially the same terms and Conditions set out in <https://www.scrd.ca/go/terms> and such other terms and conditions to be finalized to the satisfaction of the

Regional District, if applicable.

1.10 SUSTAINABLE PROCUREMENT

The Regional District adheres to its sustainable consideration factors. Proposals will be considered not only on the total cost of services, but Proposals that addresses the environment and social factors.

1.11 INVOICING AND PAYMENT

Unless otherwise agreed, the Regional District payment terms are Net 30 days following receipt of services or approved invoices, whichever is later. Original invoices are to be forwarded to the account 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.

1.12 PRICING, CURRENCY AND TAXES

Offered prices are to be attached as a price schedule in Canadian dollars with taxes stated separately when applicable.

1.13 IRREVOCABLE OFFER

This Proposal must be irrevocable for 90 days from the Proposal closing date and time.

1.14 TIME IS OF THE ESSENCE

Time shall be of the essence in this contract.

1.15 ASSIGNMENT

The Proponent will not, without written consent of the Regional District, assign or transfer this contract or any part thereof.

1.16 OWNERSHIP OF DOCUMENTS & FREEDOM OF INFORMATION

All documents submitted in response to this Request for Proposal shall become the property of the Regional District and as such will be subject to the disclosure provisions of the *Freedom of Information and Protection of Privacy Act* and any requirement for disclosure of all or a part of a Proposal under that Act.

The requirement for confidentiality shall not apply to any Proposal that is incorporated into a Contract for the Work. Further, the Regional District may disclose the top scoring proponent's aggregate pricing to the Regional District Board at a public meeting, when making a recommendation for the award of the Contract.

For more information on the application of the Act, go to http://www.cio.gov.bc.ca/cio/priv_leg/index.page.

1.17 AWARD OF CONTRACT

The Purchasing Policy at the Regional District offers contracts to businesses through an open, fair and consistent competitive bidding process. This ensures that the Regional District will receive 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 Proponent or may split the award with multiple Proponents.

All awards are subject to Board approval that meets the needs as determined by the Board. The Regional District, in receipt of a submission from a Proponent, may in its sole discretion consider the Proponent to have accepted the terms and conditions herein, except those expressly excluded or changed by the Proponent in writing.

The RFP shall not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit the Regional District in any way to award a contract.

1.18 COST OF PROPOSAL

The Proponent acknowledges and agrees that the Regional District will not be responsible for any costs, expenses, losses, damage or liability incurred by the Proponent as a result of or arising out submitting a Proposal for the proposed contract or the Regional District's acceptance or non-acceptance of their proposal. Further, except as expressly and specifically permitted herein, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

1.19 PROPONENT'S RESPONSIBILITY

It is the Proponent's responsibility to ensure that the terms of reference contained herein are fully understood and to obtain any further information required for this proposal call on its own initiative. The Regional District reserves the right to share, with all proponents, all questions and answers related to this bid call.

1.20 EVALUATIONS

Proposals will be evaluated in private, including proposals that were opened and read in public, if applicable. Proposals will be assessed in accordance with the evaluation criteria.

If only one Proposal is received, the Regional District reserves the right to open the Proposal in private or if the total bid price exceeds the estimated budget for the Contract, the Regional District may cancel and re-tender, accept, not accept and cancel or re-scope the Work seeking a better response, with or without any substantive changes being made to the solicitation documents. If more than one Proposal is received from the same Proponent, the last Proposal received, as determined by the Regional District, will be the only Proposal considered.

1.21 ACCEPTANCE OF TERMS

The submission of the Proposal constitutes the agreement of the Proponent that all of the terms and conditions of the RFP are accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded and clearly stated as excluded by the Proponent's proposal.

1.22 MANDATORY REQUIREMENTS

Proposals not clearly demonstrating that they meet the mandatory requirements will receive no further consideration during the evaluation process.

1.23 INSURANCE & WCB

The Proponent shall obtain and continuously hold for the term of the contract, insurance coverage with the Regional District Listed as "Additional Insured" the minimum limits of not less than those stated below:

- (a) Commercial General Liability – not less than \$2,000,000 per occurrence
- (b) Motor Vehicle Insurance, including Bodily Injury and Property Damage in an amount no less than \$2,000,000 per accident from the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind used to carry out the Work.
- (c) Error & Omissions Insurance – not less than \$500,000 per occurrence
- (d) A provision requiring the Insurer to give the Owners a minimum of 30 days' notice of cancellation or lapsing or any material change in the insurance policy;

The Proponent must comply with all applicable laws and bylaws within the jurisdiction of the work. The Proponent must further comply with all conditions and safety regulations of the Workers' Compensation Act of British Columbia and must be in good standing during the term of any contract entered into from this process.

1.24 COLLUSION

Except otherwise specified or as arising by reason of the provisions of these documents, no person, or corporation, other than the Proponent has or will have any interest or share in this proposal or in the proposal contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponent in connection with proposals submitted for this project and the Proponent has no knowledge of the context of other proposals and has no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the proposal.

1.25 CONFLICT OF INTEREST

Proponents shall disclose in its Proposal any actual or potential conflict of interest and existing business relationship it may have with the Regional District, its elected or appointed officials or employees.

1.26 LIABILITY FOR ERRORS

While the Regional District has used considerable efforts to ensure an acute representation of information in these bid documents, the information contained is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the Regional District nor is it necessarily comprehensive or exhaustive.

1.27 TRADE AGREEMENTS

This RFP is covered by trade agreements between the Regional District and other jurisdictions, including the following:

- a) Canadian Free Trade Agreement; and
- b) New West Partnership Trade Agreement.

1.28 LAW

This contract and any resultant award shall be governed by and construed in accordance with the laws of the Province of British Columbia, which shall be deemed the proper law thereof.

1.29 REPRISAL CLAUSE

Tenders will not be accepted by the Regional District from any person, corporation, or other legal entity (the "Party") if the Party, or any officer or director of a corporate Party, is, or has been within a period of two years prior to the tender closing date, engaged either directly or indirectly through another corporation or legal entity in a legal proceeding initiated in any court against the Regional District in relation to any contract with, or works or services provided to, the Regional District; and any such Party is not eligible to submit a tender.

1.30 FORCE MAJEURE (ACT OF GOD)

Neither party shall be liable for any failure of or delay in the performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control including but not limited to acts of God, war, strikes or labour disputes, embargoes, government orders or any other force majeure event. The Regional District may terminate the Contract by notice if the event lasts for longer than 30 days.

1.31 CONFIDENTIALITY

The Bidder agrees that any information, knowledge (including but not necessarily limited to business practices, techniques, relationships, agreements, etc.), data, research, and any other information, knowledge, materials or products disclosed to the Bidder by the Regional District or otherwise produced, developed or known by the Bidder in providing this service (collectively the "Confidential Information") will not publish or disclose to any third party not either during or after the Agreement except as otherwise authorised by the Regional District. This section shall survive the termination of this Agreement.

1.32 DISPUTE RESOLUTION

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

1.33 DEBRIEFING

At the conclusion of the RFP process, all Proponents will be notified. Proponents may request a debriefing meeting with the Regional District.

2. INTRODUCTION

2.1 Purpose

The Sunshine Coast Regional District (SCRD) is requesting proposals from qualified hydrogeological/engineering consulting firms to conduct the Eastbourne Groundwater Investigation. The purpose of this project is to secure additional groundwater supply for the Eastbourne Water System, on Keats Island.

3. SITUATION/OVERVIEW

3.1 Background

The Regional District operates the Eastbourne Water System, which services approximately 150 largely seasonal properties in the Eastbourne community. There are roughly 20 undeveloped lots that front the System which are expected to connect to the system in the future. At full buildout, the water system will serve water to 170 parcels. This small coastal neighbourhood is located on the east side of Keats Island in Howe Sound. Keats Island is accessible by boat and a passenger-only ferry provides service from the Langdale Ferry Terminal on the Sunshine Coast.

Water supply is limited on Keats Island and the Eastbourne System is supplied by a combination of three dug wells and one drilled well. In recent years, the productivity of all supply sources has declined during dry summer months. The declining water supply issue is exacerbated by an observed increase in summer vacationers to the island. The result is an overtaxed system that is annually at risk of being unable to meet basic water demand.

The Comprehensive Regional Water Plan (Opus 2013) recommends a groundwater investigation to find suitable additional wells to supply the System (scrd.ca/Comprehensive-Regional-Water-Plan). In 2020, the SCRCD contracted ISL Engineering and Land Services (ISL) to conduct the Eastbourne Water System Feasibility Desktop Study (Appendix A). As part of the Feasibility Study, ISL reviewed the existing water supply and usage to determine the current water supply deficit for the System and made recommendations for how to address the deficit.

3.1.1 Water Supply Deficit

In collaboration with the SCRCD, ISL determined that the water supply deficit for the System is 0.3 l/s. This is based on a target demand of 0.54 l/s, and a current maximum supply of 0.24 l/s (annual average). Currently, the majority of supply comes from shallow groundwater wells which are highly vulnerable to summer drought conditions. As such, the water supply deficit is more acute in the summer when the population in the Eastbourne community is at its highest.

In the event that additional groundwater supply cannot be accessed, additional summer supply could be generated through storage of groundwater in the winter when supply is highest and demand is lowest.

3.1.2 Private Well Opportunity

The SCRCD has had preliminary discussions with a private resident about the potential shared use of an existing well on their property, roughly 300 m from the Eastbourne Water Treatment Plant. The well is currently used to supply the private resident with their domestic water supply.

In November 2020, ISL conducted a 72-hour constant rate pumping test and determined that the sustainable yield of the private well is 0.38 l/s. The full test results and analysis are included in the Private Well Technical Memo (Appendix B).

This Technical Memo was shared with Vancouver Coastal Health Authority (VCH) in preliminary discussion about the potential shared use of the private well. While no roadblocks were immediately identified, several technical and regulatory challenges were raised and further discussion and analysis will be required to determine if the proposed arrangement will be feasible.

3.2 Project Objectives

The Regional District is undertaking the Eastbourne Groundwater Investigation to explore potential additional groundwater supply sources to increase supply of water to the residents on the Eastbourne System, especially in dry summer months. Additional water supply in dry months may also be achieved through developing additional storage capacity.

The SCRDR's preferred outcome for this project is to come to an agreement with the private well owner and VCH to enable shared use of the existing private well. As such, all efforts will be focussed on that outcome until such an agreement is reached or it becomes clear that it will not be achievable.

If at any point during negotiations between the SCRDR and the private well owner it becomes evident that an agreement is not achievable, all work related to the private well will cease. The SCRDR will only fund the costs made to date and not any of the tasks related to private wells that are cancelled. The Proponent will then be tasked with exploring other potential options for additional water supply as detailed below.

Due to the unpredictable nature of the negotiations with the private well owner, proponents should expect that there may be delays during this process. Protracted negotiations between the SCRDR and the private well owner will not be considered as grounds for delay claim from the proponent nor will it be grounds for an extra work request to the SCRDR.

3.3 Scope

Within the Groundwater Investigation, the successful proponent (the Proponent) will be responsible for tasks under two broad categories of work: hydrogeological analysis and engineering design.

3.3.1 Hydrogeology Services

Hydrogeological services related to this project will include test well development and analysis, and assessment of the private well.

The Proponent will be responsible for tasks under the following categories:

Private Well Assessment

The Proponent will assess the Private Well Technical Memo to determine the suitability of the information for preparation of a water license application. Based on this assessment, and the recommendations included within the Technical Memo, the Proponent may be required to complete additional hydrogeological testing of the private well.

The tasks related to the private well assessment will be dependent on the ongoing support of the well owner. These tasks will include:

- Review of the Private Well Technical Memo and determination of whether the 72-hour pumping test that was completed in November 2020 is sufficient for water license application through the BC Ministry of Forests, Land, Natural Resource Operations and Rural Development (FLNRORD).

- If required, completion of additional draw-down testing to support a water license application.
- Complete a borehole camera investigation to confirm the locations of the bedrock fractures.
- Collect raw well water samples for bacteriological parameters.
- Provide technical and negotiation assistance to the SCRD during the well negotiations with the Private Well Owner and VCH. For costing purposes, the Proponent shall allocate up to 24 hours of technical assistance to the SCRD for this task.

Community Well Development and Analysis

If the SCRD is not able to reach an agreement with the private well owner and VCH, the Proponent will be responsible for designing, developing, testing, and analysing as many as three new test wells in the vicinity of the System.

The tasks related to the well development and analysis will include:

- Review of the Feasibility Study Final Report (ISL 2020).
- Siting the test wells within the recommended locations, or alternative locations proposed by the Proponent.
- Completion of a brief summary memo identifying the parameters utilized in identification of the preferred test well locations.
- Sizing and design of the test wells.
- Procurement of a qualified well driller.
- Controlling discharge of drill cuttings and water throughout well development and testing.
- Oversight and coordination of field well drilling.
- Soil sampling, analysis, and characterization as required for design of potential production well screen.
- Water sampling as required to determine water quality and potential treatment requirements.
- Step test and 72 hour drawdown test as required to determine long-term sustainable yield in support of groundwater license application.
- Identifying potential environmental concerns (including connectivity to nearby surface water) and assessing required actions to support water license application.
- Identifying potential impact on nearby groundwater users.
- Assessing climate risk and possible adaptation measures.
- Other related well development tasks that may arise that are pertinent to the well development.

3.3.2 Engineering Services

Engineering services will include conceptual design of all infrastructure required to convert the potential new wells to production wells and connect them to the existing Eastbourne System. This will include siting and design of additional storage to provide additional supply capacity during dry summer months.

The Proponent will be responsible for tasks under the following categories:

Private Well Connection

The Proponent will be responsible for conceptual design of all infrastructure required to connect the private well to the Eastbourne System.

This will include design of infrastructure at the well to ensure adequate separation between the well supply to the private resident and to the Eastbourne System. Through initial discussions with VCH, conceptual design for a minimum of two arrangements will be required:

- two pumps in the well each supplying a distinct system (ie one to the private residence and one to the Eastbourne System);
- one pump in the well with a pump house at the well head to separate flows between the private well and the community supply.

The SCRDR is open to alternative configurations as recommended by the Proponent.

These conceptual designs will be shared with VCH for their review and the Proponent will be required to revise design as necessary to address VCH comments. It is anticipated that up to three revisions of the conceptual design will be required for the preferred arrangement

The Proponent will prepare a set of drawings depicting the conceptual design of the well head arrangement and all other infrastructure to connect from the well to the Eastbourne System, and will prepare Class C cost estimates for detailed design and construction of works.

New Well Connections

If the SCRDR is not able to reach an agreement with the private well owner and VCH and the test well drilling is advanced, the Proponent will be responsible for preparing conceptual engineering design and costing of all infrastructure necessary to connect the new test wells to the existing Eastbourne System, without inclusion of the private well. This will include review of the existing water treatment plant capacity to determine if upgrades are necessary to handle additional flow.

The conceptual design will include the following:

- Pump size and power requirements.
- Power supply to well(s).
- Sizing and routing of conveyance system to connect new wells to the Eastbourne System.
- Upgrades to existing WTP capacity as required.

The Proponent will prepare a set of drawings depicting the conceptual design, and will prepare Class C cost or better estimates for detailed design and construction of the works.

Additional Storage Capacity

The Proponent will be responsible for assessing the volume of additional water storage that would be required to make up the water supply deficit during the dry summer months. The sizing of the storage will be done in collaboration with SCRDR staff and will be based on seasonal water consumption, supply from existing wells, and supply from potential new well(s).

In addition to sizing, the Proponent will be responsible for the following:

- identifying two or more potential locations for the storage;
- conceptual design of the storage facility, including material and foundation type;
- conceptual design of all infrastructure required to connect the storage facility to the Eastbourne System;
- Class C or higher cost estimate signed and sealed by a Professional Engineer.

3.3.3 Reporting

Following the completion of the well testing, hydrogeological analysis, and engineering design, the Proponent will complete the following tasks:

- Completion of a final report summarizing the results of the hydrogeological and engineering analysis, and making recommendations to the SCRD for next steps complete with Class C cost estimates.
- In person attendance at an SCRD Infrastructure Services Committee to present the results of the Eastbourne Groundwater Investigation. Proponent will prepare a slide show presentation and respond to questions from the Committee.
- Preparation of well drilling bore hole summary report.

The Proponent will also be required to provide consultation and technical support to SCRD Staff throughout discussions with SCRD Board of Directors and any potentially effected stakeholders, including neighbouring municipalities and First Nations. As the scope of these consultations is unknown, proponents should include hourly rates for consultation in their submission package.

If the SCRD decides to proceed with developing one or more production well(s), the Proponent may be asked to provide additional hydrogeological services related to such production well development.

3.4 Deliverables

The deliverables for the Eastbourne Groundwater Investigation Study are as follows:

- Preliminary drawings of infrastructure related to the private well, submitted to SCRD and VCH for review. Assume two distinct conceptual designs, with up to three revisions of the preferred design.
- Additional testing and analysis of the private well, as required, to support a groundwater license application.

If the SCRD is not able to reach an agreement with the private well owner and VCH, the following will be required for each test well site:

- One page memo summarizing basis of selecting test well location complete with site plan.
- Test well completion memo summarizing results of the well development and testing.
- Conceptual drawings of infrastructure required to connect the new well to the existing Eastbourne Water System.

In either scenario, reporting requirements will be as follows:

- Draft report summarizing the results of the hydrogeological and engineering work, complete with cost estimates recommendations regarding development of production. Assume two reviews by SCRD.

- Final report incorporating comments from SCRD. Final report to be signed and sealed by a Professional Hydrogeologist and/or and Professional Engineer.
- Presentation of final report to the SCRD Infrastructure Services Committee.

For purposes of this study all Proponents are to cost out the services listed above for a total all in project study cost.

4. CONTRACT

4.1 General Contract Terms and Conditions

Proponents should review carefully the terms and conditions set out in the General Service Contract, including the Schedules. The General Contract terms can be found at:

<https://www.scrd.ca/go/terms>

4.2 Service Requirements

The Consultant's responsibilities will include the following:

- a) Host kick-off meeting with SCRD team (either on-site or virtually).
- b) Host bi-weekly progress meetings (virtually).
- c) Submit conceptual drawings in PDF format.
- d) The Final Report shall be stamped and signed by a Professional Hydrogeologist and/or Professional Engineer.
- e) Use of SCRD standard request for clarification, field order, change control forms and procedures. Templates will be provided at project initiation.
- f) Use of SCRD file sharing service for large files.
- g) All digital files must follow SCRD file naming convention (YYYY-MMM-DD File Name).
- h) Construction management services documentation shall be in conformance with the SCRD's construction filing system format. Format will be provided at project initiation.
- i) Submitting monthly reporting of litres of fuel and type of fuel consumed for work related to this project (eg. # litres of gasoline, # litres of diesel, # litres of biodiesel blends). Kilometres travelled by vehicle type and fuel used is also acceptable, however, exact litres is preferred.

4.3 Related Documents

Appendix A: Feasibility Study Final Report - <https://share.scrd.ca/f/6ce554b4a7cb492493db/>

Appendix B: Private Well Technical Memo - found on BCBid

5. REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 (Mandatory Criteria) of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds the Regional District’s expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

5.1 Capabilities

Proponent must include a certified and qualified hydrogeologist and a registered professional engineer on the project team. The firm must clearly demonstrate an ability to conduct groundwater investigation studies, oversee well production and test drilling, and prepare technical reports. Proponents should have a proven record of successfully delivering groundwater supply sources to customers. Proponent must include a qualified well driller with a minimum of 10 years’ experience conducting well drilling and well development projects.

Proponent must demonstrate strong written communication skills, be a collaborative team player, and should provide evidence of successful completion of similar projects.

5.1.1 Relevant Experience

Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of 5 years within the past 7 years providing services of a similar scope and complexity. Similar scope and complexity is defined as

- a) Proficiency in coordinating and completing Test well drilling program for potable water;
- b) Proficiency in coordinating and completing Draw down testing to determine sustainable yield;
- c) Preparing and certifying reports to summarize findings;
- d) Preparing engineering conceptual design drawings for potable water infrastructure;
- e) Preferably all of the above for Local Government as customer.

5.1.2 References

Proponents **must** provide a minimum of **3** references (i.e. names and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent’s own organization or from named subcontractors are not acceptable.

The Regional District reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent’s and any subcontractor’s performance under any past or current contracts with the Regional District or other verifications as are deemed necessary by it to verify the information contained in the proposal and to confirm the suitability of the Proponent.

5.1.3 Environmental Requirements

The Proponent must ensure that all appropriate environmental regulations are followed during a works, particularly test well drilling and drawdown testing. This includes, but is not limited to:

- Water Sustainability Act
- Fisheries Act

All water expelled during well development and testing must be properly discharged so as to not cause any downstream erosion or water course adverse environmental impacts.

5.2 Sustainable Social Procurement

A factor in the Regional District evaluation process is sustainable social procurement and the evaluation of proposals will take this into consideration.

As part of any submission the Proponent is encouraged to identify how they may contribute to the following key social, employment and economical goals, but not limited to the following:

- a) Contribute to a stronger local economy by:
 - promoting a Living Wage
 - Using fair employment practices;
 - Increase training and apprenticeship opportunities;
- b) Environmental Cost of Ownership;
- c) Energy efficient products;
- d) Minimal or environmental friendly use of packing materials; and
- e) Reducing hazardous materials (toxics and ozone depleting substances).

5.3 Price

Proponents need to submit a fee proposal that sets out the separate costs of each project described as well as an all-inclusive cost for all the projects; the proposal should include a breakdown of the fix prices including time, travel, hourly billable rates and material costs.

Prices quoted will be deemed to be:

- in Canadian dollars ;
- inclusive of duty, FOB destination, and delivery charges where applicable; and
- exclusive of any applicable taxes.

Pricing to be broken down as:

- hydrogeological services: private well
- hydrogeological services: new wells (submitted as price per well)
 - for the purposes of price evaluation proponents shall assume a depth of 120 m for each well
- engineering services: private well
- engineering services: new wells (submitted as price per well)

6. PROPOSAL FORMAT

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including pricing, i.e. the “Proponent Response”.
- e) Appendices, appropriately tabbed and referenced.
- f) Identification of Proponent (legal name)
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

7. EVALUATION

Evaluation of proposals will be by a committee formed by the Regional District and may include other employees and contractors.

The Regional District’s intent is to enter into a Contract with the Proponent who has met all mandatory criteria and minimum scores (if any) and who has the highest overall ranking.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

The Regional District reserves the right to be the sole judge of a qualified proponent.

The Evaluation Committee may, at its discretion, request clarifications or additional information from a Proponent with respect to any Proposal, and the Evaluation Committee may make such requests to only selected Proponents. The Evaluation Committee may consider such clarification or additional information in evaluating a Proposal.

7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

Mandatory Criteria
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using one of the submission methods set out on the cover page of the RFP
The proposal must either (1) include a copy of the cover page that is signed by an authorized representative of the Proponent, this is also required for email submissions or (2) be submitted by using the e-bidding key on BC Bid (if applicable), in accordance with the requirements set out in the RFP
References must be provided at the time of submittal.

7.2 Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight (%)
Experience and Capabilities	20
Methodology – Private Well	15
Methodology – New Wells	15
Project Understanding	5
Sustainable Social Procurement	5
Price – Private Well	20
Price – New Wells	20
TOTAL	100

7.3 Price Evaluation

The lowest priced Proposal will receive full points for pricing. All other prices will be scored using the following formula: lowest priced proposal/price of this proposal* total points available for price.