



SUNSHINE COAST REGIONAL DISTRICT

Question and Answers #1

Request for Proposal No. 2536501

Construction Administration Services – North Pender Harbour Watermain Replacement

Date: April 29, 2025

Item No.1

Question: Would you accept e-mail submission for delivery of proposal?

Answer: Yes, please see amendment no.1 and the general terms and conditions of the RFP related to e-mail submissions.

Item No.2

Question: Under Section 3.3.2, is full time construction inspection assumed to be 40 hours a week?

Answer: Inspector availability should be throughout construction, depending on the schedule inspections may be required up to five (5) days a week. Full time monitoring of daily construction activity is only required where deemed necessary by Construction Administrator (CA) / Inspector or force account work.

Item No.3

Question: How many hours should be assumed for Contract Administration on a weekly basis?

Answer: The Proponent should include in their proposal their estimated assumed number of hours for Contract Administration work based on the scope of the project and required meetings set out in the RFP.

Item No.4

Question: Are sealed IFC drawings included in this scope of work?

Answer: No, IFC drawings will be provided by the Regional District.

Item No.5

Question: Is the selected proponent expected to provide assistance during the tendering process?

Answer: No

Item No.6

Question: 3.1 notes all construction work associated with this project "except for tie-ins to existing" will be contracted out. Who will be responsible for the existing tie-ins?

Answer: The Regional District's operations staff will be responsible for the existing tie-ins.

Item No.7

Question 3.3.1.c) notes six (6) site meetings. Whereas section j) notes weekly site meetings as well as a minimum of two (2) meetings on site. Please clarify the intended meeting requirements. For example, are the six (6) site meetings intended to be for pre-construction and considered additional to the weekly meetings?

Answer: There will be six (6) in person onsite weekly meetings, plus one (1) preconstruction meeting and one (1) close out meeting making a total of eight (8) meetings.

Item No.8

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Question: 3.3.1.p) What are the additional services outlined in the MMCD? This document was not included with the RFP information.

Answer: MMCD documents are protected by copyright laws and may not be reproduced. For access to the requirements, please visit the MMCD website. <https://www.mmcd.net/documents/buy-documents/>

Item No.9

Question: 3.3.2 - What is the qualification criteria for the dedicated inspector? Typically, we would anticipate the certification and inspections to be provided by the engineer of record rather than the Contract Administrator. If the intent is to have the CA include the inspection services as part of the CA scope, is it acceptable for the CA to sub-contract this to a local Engineering Firm?

Answer: Subcontracting or delegating inspections to qualified persons is acceptable. Please clearly list subcontractor if this is the intent.

Item No.10

Question: 4.2.g) - Includes service requirement for inspection services on a full-time basis. Is the intent to provide full time availability, or full-time presence on the site during construction activities?

Answer: The intent is to have full time availability.

Item No.11

Question: 4.2.j) – Suggests the Construction Administrator will be responsible for issuing “progress payments”. Is the expectation that the contractor will bill the CA, the CA will invoice and issue payment certificate to the Regional District, and the Regional District will issue payment to the CA to then disburse to the contractor? Please clarify.

Answer: CA will receive progress draw applications to certify and forward to the Regional District for payment directly to the construction contractor.

Item No.12

Question: Will the successful proponent have any participation in the procurement of the Construction Contractor?

Answer: please see Q&A Item 5.
