



Contract 3137P
2008 Engineering Design Services
for Sanitary, Storm and Water Service Connections

1. Introduction

The City of Richmond's Engineering Planning Department is seeking proposals from Civil Engineering Consultants who wish to provide professional design services for storm, sanitary, and water service connections for the period of one year from the date of contract award. One Consultant (the Consultant) will be selected to enter into a one-year, non-renewable contract with the City of Richmond (the City). The Consultant will be expected to complete detailed design drawings in a timely manner, on an as-needed basis.

2. Submission Details

Three (3) copies of proposals marked "**Contract 3137P – 2008 Engineering Design Services for Sanitary, Storm and Water Service Connections**" addressed to the Purchasing Section, will be received at the Information Counter, Main Floor, Richmond City Hall, 6911 No. 3 Road, Richmond BC V6Y 2C1, until 4:00pm, Local Time, on Friday, January 11th, 2008. Submissions received after this time will be returned to the sender.

The City reserves the right to cancel this Request for Proposal (RFP) for any reason without any liability to any proponent or to waive irregularities at its own discretion.

Proposals may be withdrawn by written notice only provided such notice is received at the office of the City's Purchasing Section prior to the date/time set as the closing time for receiving proposals.

Proposals shall be open for acceptance for up to 90 days following the submission closing date.

All proposals will remain confidential, subject to the Freedom of Information and Privacy Act.

Any interpretation of, additions to, deletions from, or any other corrections to the Proposal document, will be issued as written addenda by the City of Richmond. All bidders receiving copies of the documents will be faxed and/or e-mailed copies of the addenda. It is the sole responsibility of the potential Bidders to check with the City of

Richmond's Purchasing Section to ensure that all available information has been received prior to submitting a bid.

3. Inquiries

3.1 Clarification of terms and conditions of the proposal process shall be directed to:

Purchasing

Daianna Panni
Purchasing Department
City of Richmond

Telephone: 604-276-4270
E-mail: purchasing@richmond.ca

3.2 Technical clarification shall be directed to:

Technical

Richard Wong, P.Eng.
Engineering Department
City of Richmond

Telephone: 604-276-4385
E-mail: rwong@richmond.ca

The City, its agents and employees shall not be responsible for any information given by way of verbal communication.

Any questions that are received by City of Richmond Staff that affect the Proposal Process will be issued as addenda by the City of Richmond.

4. Project Background

The City installs numerous water, storm and sanitary service connections for various developments each year. To minimize the cost of construction, the City requires that an Engineering design drawing for service connections be submitted with Building Permit applications. The City would like to offer this service to applicants for a fixed fee and within a set completion date, by retaining the services of a professional engineering consultant to undertake these designs. This service would typically be required for building permit applications of Single Family Dwelling developments, but may include other developments that have not entered into a Servicing Agreement with the City or have not retained the services of a designer to facilitate this process. The number of service connections requested over the past three years is listed in the following table:

The City offers no guarantee of service request volume nor work load distribution throughout the year. It is up to the proponent to make its own projections.

Period	Estimated Number of Site Servicing Permits Issued by the City*
January 1, 2007 to October 29, 2007	320
January 1, 2006 to December 31, 2006	420
January 1, 2005 to December 31, 2005	480

**The figures in this table are the total number of Site Servicing Permits issued for one and two-family dwellings recorded by the City. Service connections designed by the City are typically for one and two-family dwellings, or development which do not require a Servicing Agreement. A property developer may apply for one Site Servicing Permit for all utilities (sanitary, storm, and water), or apply for a separate Site Servicing Permit for each utility.*

The City would like to retain a Civil Engineering Consultant in a one-year (starting from the award date), non-renewable contract for professional design services of sanitary, storm and water service connections, on an as-needed basis, to complete designs and produce drawings on behalf of the City.

5. Project Scope

For each service connection design project, the Consultant will dedicate an experienced, efficient team capable of undertaking the variety of tasks within a set, specified schedule. The Consultant's services include, but are not limited to the following:

- Collect and review all relevant drawings and data from the City (including GIS data, as-built drawings, permit drawings, topographic survey, discussion with developer/City Staff, etc.)
- Collect and review all relevant drawings and data from all other utility providers with underground services/facilities in the proximity (including electrical cables, gas mains, telecommunications cables, etc.)
- Inspect and become familiar with site conditions
- Prepare signed and sealed detailed design drawings in hardcopy and digital (AutoCAD and PDF) formats.

The design is to conform to the most current City of Richmond Engineering Department Design Specifications, and the most current version of Supplementary Specifications and Detail Drawings. Field verification of site dimensions, utility locations and elevations may be necessary. The design drawing must contain as a minimum:

- Full lot footprint showing legal dimensions;
- Offsets from property lines for all connections existing or proposed, including size and invert, at connection point of all connections intended to be used or installed;
- Rim elevation of existing sanitary and storm inspection chambers that are not abandoned;
- Rim and invert elevations of any existing manholes within construction area;

- Finished grade at all service connection points (existing and proposed);
- Size and offset from property line of all existing City underground mains adjacent to site;
- Offset from property line of existing underground Private Utilities (e.g. Hydro, Telus, Cable & Gas);
- Driveway offset and width from property line; and
- Existing utility inverts at crossing of proposed utility connections.

Drawings are to be completed according to the most current version of the City of Richmond Engineering Department Drafting Standards.

6. Consultant Deliverables

For each service connection design project, the Consultant shall submit the following deliverables:

- Signed and sealed detailed design drawings in both (3) hardcopy and digital (AutoCad and PDF) formats

7. City Provided Items

When each project is initiated, the City will provide the following items:

- Relevant GIS information and as-built drawings (for specific utilities/locations upon the Consultant's request)
- Developer's Site Servicing Permit drawings

The City of Richmond Engineering Department Design Specifications, July 2002 (or more recent version as it becomes available), and a new release of Supplementary Specifications and Detail Drawings, June 2005, may be purchased at the City's Front of House for \$100 each. A new Design Specification The City of Richmond Drafting Standards Version 2 is also available for \$102 each.

8. Project Schedule

For each design project, upon receipt of the City Provided Items as listed above, the Consultant shall complete design drawings within **seven (7) working days** for one connection, and an **additional two (2) working days** for each additional service connection at the same site and for the same service request.

If the consultant is unable to field-locate existing utilities after exhausting all reasonable means and resources, it must provide an explanation, in writing, of its inability within 72 hours of receiving the above listed information.

If the consultant is unable to meet the above stated deadlines more than five (5) times from the date of contract award, the City may terminate the contract, but will permit the consultant to complete any in-stream outstanding service connection designs.

9. Proposal Submissions

All proponents are required to provide the following information with their submissions, and in the order that follows:

Project Scope

The Consultant shall outline an approach to the undertaking of the project reflecting a clear understanding of the scope of work.

Methodology

The proposal shall describe in detail the steps taken to take on this contract. The Consultant shall include all corresponding fees for each of them and shall include detailed information on what will be delivered, including the expected outcome and benefits to the City of Richmond.

Schedule

The Consultant shall complete the work according to the schedule specified above. If in the proponent's opinion more time is required to achieve the specified objectives, this should be clearly indicated in the proposal.

The proponent shall include a detailed schedule of all activities, including all milestones required for each service connection design project.

The proponent shall provide a statement of commitment to undertake the project and provide the staff with the necessary experience on time and on budget shall be included.

Project Team

The Consultant shall list the personnel, including the project manager and design engineer, who will be working on the project and provide resumes of previous related experience for each of them, as well as a schedule of their hourly fees.

The Consultant shall include in the proposal a list of any sub-consultants, description of technology/equipment that will be used, brief resume of relevant experience, and a minimum of three (3) client references.

The Consultant should also provide a minimum of three (3) client references from projects of a similar size and scope undertaken by key members of the project team.

Fees

The fee summary shall include a fixed unit price to complete the scope of work as described in this RFP for each service connection within a design project. The same fixed unit price will apply to any type of service (sanitary, storm or water) and at any location within the City of Richmond. This fixed unit price shall also include all disbursements, which include printing, travel, courier service, and any telephone/facsimile charges.

The proposed unit price should be based on hourly rates for staff assigned to the project and broken down by the different phases of the work. Staff rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.

Corporate Profile

A Corporate profile of the proponent's firm outlining its history, philosophy and target market shall be included with the proposal.

References

A minimum of three (3) client reference from projects of a similar size and scope.

10. Working Agreement

The successful proponent will enter into a contract for services (see attached draft agreement) with the City based upon the information contained in this request for proposal and the successful proponent's submission and any modifications thereto. In particular, the successful proponent shall provide proof of insurance with the City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.

11. Evaluation Criteria

Proposals shall be evaluated to determine the best value offered to the City against conformance to the following criteria:

- Understanding of project objectives/outcomes and vision
- Project Methodology
- Team Composition – Experience and Qualifications of those staff to be assigned to the project.

- Project Deliverables
- Value for Money
- References
- Interview (if required)



Note: Receipt of this completed form will assist us in calling for future bids. Please complete and submit this form prior to the closing date and time as shown on the Request for Quotation/Proposal/Tender form.
Please remember to include Quotation/Proposal/Tender No. at right.

Quotation/Proposal/Tender No.

3137P

A Quotation/Proposal/Tender is not being submitted for the following reason(s):

- | | |
|--|--|
| <input type="checkbox"/> We do not manufacture/supply the required goods/services | <input type="checkbox"/> Cannot obtain raw materials/goods in time to meet delivery requirements |
| <input type="checkbox"/> We do not manufacture/supply to stated specifications | <input type="checkbox"/> Cannot meet delivery requirements |
| <input type="checkbox"/> Specifications are not sufficiently defined | <input type="checkbox"/> Cannot quote/tender a firm price at this time |
| <input type="checkbox"/> Insufficient information to prepare quote/proposal/tender | <input type="checkbox"/> Insufficient time to prepare quote/tender. |
| <input type="checkbox"/> Quantity too small | <input type="checkbox"/> We are unable to competitively quote/tender at this time. |
| <input type="checkbox"/> Quantity too large | <input type="checkbox"/> We do not have facilities to handle this requirement |
| <input type="checkbox"/> Quantity beyond our production capacity | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> Cannot meet packaging requirements | <input type="checkbox"/> Agreements with distributors/dealers do not permit us to sell directly. |
| <input type="checkbox"/> Cannot handle due to present plant loading | <input type="checkbox"/> Other reasons or additional comments (please explain below) |

I / We wish to quote / tender on similar goods / services in future <input type="checkbox"/> Yes <input type="checkbox"/> No	Authorized Company Official – Signature and Title	Date
This space for City of Richmond Comments	Firm Name	
	Address	
	City	
	Province	Postal Code
	Telephone Number	



This Agreement dated the ☼ day of September, 2007, at the City of Richmond, in the Province of British Columbia

Between:

City of Richmond
6911 No. 3 Road
Richmond, BC
V6Y 2C1

(the "City")

And:

☼

(the "Consultant")

Whereas:

- A. The City is ☼ (the "Event or Project");
- B. The City requires a ☼ the Event or Project;
- C. The City issued a Request for Quotation☼ for the supply and delivery of ☼;
- D. The Consultant is willing and prepared to deliver ☼;

NOW THEREFORE in consideration of the mutual covenants and agreements set out below, the parties covenant and agree as follows:

1. Responsibilities and Duties

1.1. The Consultant shall be responsible for the following as per Request for Quotation☼/Proposal ☼ and the Consultant's submission dated ☼.

- a) ☼
- b) ☼
- c) ☼
- d) ☼
- e) ☼
- f) ☼
- g) ☼

h) ✪

- 1.2. The Consultant agrees to conduct himself professionally and with integrity so as not to embarrass or discredit the City throughout the performance of the duties and responsibilities set out in this agreement.

2. Compensation

- 2.1. In exchange for carrying out the duties and responsibilities set out in this agreement, the City agrees to pay to the Consultant, the amount of \$✪ plus GST per ✪ for the duration of the term of this agreement, but total amount of payments not to exceed \$✪ plus GST.
- 2.2. Once per month, commencing no sooner than ✪, the Consultant shall submit to the City a written statement of account and setting out a detailed summary of hours worked, meetings attended and the status of ✪ (the "Statement of Account").
- 2.3. The Statement of Account must show the amount of GST charged and include the Consultant's GST registration number and City Purchase Order number.
- 2.4. The City agrees to make payments to the Consultant within ten (10) working days of receipt of the Consultant's Statement of Account.
- 2.5. The Consultant shall, on a monthly basis, submit to the City a list of expenses incurred in carrying out the duties and responsibilities set out in this agreement and, upon approval of such expenses by the City, the City will reimburse the Consultant for such expenses.

3. Performance Standards

- 3.1. The Consultant is responsible for meeting the following ✪ targets:
✪
- 3.2. The Consultant agrees to comply with following project deadlines:
✪
- 3.3. The Consultant shall prepare a report to the City on a monthly basis indicating ✪ what targets have been met over the preceding month and the status of efforts in relation to the targets set out.

4. Benefits

- 4.1. The Consultant hereby waives all rights, claims, and entitlements whatsoever afforded to employees of the City pursuant to the Group Life Insurance Plan, Long Term Disability Plan and the Dental Plan and any other such benefits. The Consultant agrees to pay, as required by Federal or Provincial Statutes any payments for Income Tax, Workers Compensation, Unemployment Insurance, Canada Pension Plan, Superannuation and other such payments.

5. Independent Contractor

- 5.1. The Consultant is an independent contractor and no agency, joint venture, association, partnership, employer-employee relationship is created between the City and the Consultant.

6. Assignment And Subcontracting

- 6.1. The Consultant will not, without the prior written consent of the City, assign, either directly or indirectly, any right or obligation of the Consultant under this agreement.

- 6.2. No sub-contract entered into by the Consultant will relieve the Consultant from any of his obligations or impose any obligation or liability upon the City to any such sub-contractor.


7. Indemnity

- 7.1. The Consultant agrees to indemnify and hold harmless the City, its agents, employees, and elected officials, against any damages, liabilities, or costs, including reasonable attorney fees and defence costs, arising from or allegedly arising from or in any way connected with any act or omission by the Consultant, his employees, officers, volunteers, servants, or agents, or persons for whom the Consultant has assumed responsibility, in the performance or purported performance of this agreement.

8. Insurance

- 8.1. The Consultant shall, at his own expense, carry and keep in force during the term of this agreement, the following coverage.
- a) Professional liability insurance with a minimum limit of \$250,000.00 for each occurrence and \$500,000.00 aggregate.
 - b) Comprehensive general liability insurance with a minimum limit of \$2,000,000 per occurrence with a cross-liability clause.
- 8.2. The City may require a dedicated limit of the Consultant's professional liability policy be allocated to cover the Consultant's work while contracted by the City.
- 8.3. The City shall be added as an additional insured under the Consultant's comprehensive general liability insurance.
- 8.4. All insurance policies shall provide that they cannot be cancelled, lapsed or materially changed without at least 30 days' notice to the City.
- 8.5. Prior to the commencement of the services hereunder, the Consultant shall file with the City a copy of each insurance policy and certificate required. All such insurance shall be maintained until final completion of the service.

9. Representation

- 9.1. The parties hereto agree that for all purposes hereunder the City shall be represented by the .

10. Ownership of Products

- 10.1. The City shall take title to and ownership of all materials and products developed by the Consultant pursuant to this agreement, including reports, drawings, schematics, computer files, and designs developed, except those covered by copyright. All materials and products produced shall be provided to the City upon expiry of this agreement.

11. Confidentiality

- 11.1. The Consultant shall not disclose any information provided by the City, specifically proprietary, sensitive, personal or confidential information or that developed resulting through the performance of this agreement to any other party without the express written consent of the City. All information provided to the Consultant or developed by the Consultant pursuant to this agreement shall be returned to the City upon the expiration of this agreement. The Consultant acknowledges that the City is subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

12. Related Companies

12.1. The Consultant shall not during the term of this agreement, perform a service for or provide advice to any person, firm or corporation where the performance of the service or the provision of the advice may or does, in the opinion of the City, give rise to a conflict of interest between the obligations of the Consultant to the City under this agreement and the obligations of the Consultant to such other person, firm or corporation.

13. Term

13.1. This agreement is valid for the period commencing ☼ and ending ☼ (the “Expiration Date”), or such later date as may be mutually agreed upon.

14. Termination

14.1. Notwithstanding any other provisions of this agreement, either party may terminate this agreement at any time upon at least two (2) weeks’ written notice delivered to the Parties at the addresses shown on the first page of this agreement, or such shorter time and in such a manner as may be agreed upon by the parties.

14.2. Notwithstanding the provisions of subsection 14.1, if in the opinion of the ☼, the Consultant has breached a material covenant, the City may cancel this Agreement immediately without notice.

15. Notices

15.1. Any notices or other communications required or permitted hereunder shall be sufficiently given if delivered, or if sent by prepaid regular mail, to the addresses of the parties set out on the first page of this agreement, or to such other addressees as shall have been specified by notice in writing by either party to the other. Any such notice or communication shall be deemed to have been given, if delivered, and if mailed in Canada, on the fourth business day after the date of mailing.

16. Feminine/Masculine

16.1. Wherever the singular or masculine is used throughout these Terms the same shall be construed as meaning the plural, the feminine or body corporate or politic where the context or the parties hereto so require and vice versa.

17. General

17.1. This Agreement may be amended upon mutual agreement of the parties in writing.

17.2. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of British Columbia.

17.3. This Agreement sets out the entire agreement of the parties and no representations, warranties or conditions have been made other than those expressed or implied herein. No agreement collateral hereto shall be binding upon the City unless made in writing and signed by the City.

The City and the Consultant Agree to these Terms the day and year first above written.

Consultant

City of Richmond



City of Richmond

Fax Cover Sheet

To:	Name: TO THOSE WHO HAVE Company: RECEIVED COPIES OF 3137P	File: 02-0775-50-- INBOX/Vol 01	Date: December 19, 2007
From:	Department: Purchasing Name: Daianna Panni,	Phone: 604-604-4270	Fax: 604-604-4162

If you have any problems with this fax, contact: at 604-

Total no. of pages, including cover sheet:

Mailed original to follow:

Message:

**Re: RFP 3137P
Addendum No. 1
2008 Engineering Design Services for Sanitary, Storm and Water Service
Connections**

The following questions have been raised by a proponent and addressed as follows:

- (1) **Q:** Is this the first time a proposal request have been issued by the City for Service Connections design?
A: Yes, this is the first time the City of Richmond has issued an RFP for Service Connections design.
- (2) **Q:** Will the City provide building design information for the site to be serviced?
A: The proponent should bid on the basis that the City will request the following information from the developer and provide it to the proponent:
- Full lot footprint showing legal dimensions;
 - Finished grade at all service connection points (existing and proposed); and
 - Driveway offset and width from property line.
- (3) **Q:** Will a field survey be required to obtain the necessary information for design?
A: It is up to the proponent to obtain all information required to adequately design the service connection.

IMPORTANT - CONFIDENTIAL INFORMATION

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. Any other distribution, copying, or disclosure is strictly prohibited. If you have received this message in error, please notify us immediately by telephone and return the original transmission to us by mail without making a copy.
2316547

The following is an amendment to the RFP document:

- (1) The header of the RFP document indicates the following title:
“Contract 3099P, Request for Proposal - Sanitary Sewer Assessment for the Steveston Study Area.”
Please disregard and replace with the following title:
“Contract 3137P, Request for Proposal - 2008 Engineering Design Services for Sanitary, Storm and Water Service Connections”

If you have any further questions or questions concerning this addendum, please contact me at (604) 276-4385 or rwong@richmond.ca.

Yours truly,

Richard Wong, P.Eng.
RW:rw

