



Contract 3238P

West Cambie Drainage Pump Station Upgrade

1. INTRODUCTION

The City of Richmond proposes to engage the services of a Consultant team that incorporates multi-disciplinary engineering staff and an architect to provide preliminary and detailed designs of a replacement drainage pump station located at the west end of Cambie Rd. In addition to the design of a new pump station, the Consultant will consider environmental impacts and incorporate the City parks trails and plaza plan within the design. The design will produce a unique aesthetic external appearance, incorporating community art, and creating both a premier gateway to the City's waterfront and an entrance to the 'Olympic Zone', the City's celebration site for the 2010 Olympic Games.

The objective of this request for proposal (RFP) is to provide the City with qualified proponents capable of carrying out the work herein defined. The subsequent proponent submissions will form the basis for evaluation, interview and selection.

2. SUBMISSION DETAILS

Three (3) copies of proposals marked "**West Cambie Drainage Pump Station Upgrade 3238P**" 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 3:00pm, Friday, June 13, 2008. Submissions received after this time will be returned to the sender.

Supplementary information referred throughout this RFP can be accessed on an ftp site with the following instructions:

Site address: <ftp://ftp.richmond.ca/> (please copy and paste this address into your Internet browser).

Enter User Name: engineering1

Enter Password: ri(hmond

Double click to open the folder called "From City of Richmond". Lastly, double click to open the folder called "3238P West Cambie Drainage Pump Station". The two pdf documents are contained within (Cambie Drainage PS report & 3195 - Middle Arm Greenway Design Services.)

The City reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their 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Proposals may be withdrawn by written notice only provided such notice is received at the office of the City's Purchasing Section prior to the date/time set as the closing time for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 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. 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.

Except as expressly and specifically permitted in these instructions, no proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

3. ENQUIRIES

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

Purchasing

Kerry Lynne Gillis
Buyer II - Contracting Specialist
Purchasing Department
City of Richmond

Telephone: 604-276-4135
E-mail: purchasing@richmond.ca

Technical clarification shall be directed to:

Technical

Mile Racic
Engineering & Public Works
City of Richmond

Telephone: 604-247-4655
E-mail: mracic@richmond.ca

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

A planning level engineering study of the West Cambie Drainage Area determined insufficient capacities. To resolve existing capacity issues, and accommodate future development, an increase of pumping capacity from the existing 2.2 m³/s to a proposed 4.2 m³/s is required.

5. PROJECT SCOPE

Consultant Duties

The successful proponent (henceforth, the Consultant) shall provide an experienced civil engineering team as well as architectural and artist services capable of undertaking the variety of tasks and acquiring the necessary approvals within the allocated time frame. The Consultant's duties shall include, but not be limited to, the following items:

- **Background Information**

- Review City Supplementary Specifications and Detail Drawings.
- Compile and review available hard copy record drawings.
- Inspect and become familiar with site conditions and constraints.
- Obtain all utility and service as-built information from the appropriate owners.
- Review City records.
- Meet on-site with City Engineering and Public Works representative to review any potential conflicting utilities and general site restrictions.

- **Coordination with City Parks Trail and Plaza Design**

Proponents are advised that concurrent with this request for proposals, the City's Parks Department is proceeding with the design of a trail system and plaza on the existing dike from Cambie Road to the Olympic Oval Speed Skating Oval (the Middle Arm Greenway Design Strategy.) The Park's proposed work program at Cambie Road overlaps the pump station design footprint and therefore coordination by the Consultant with the Park's design consultant(s) is required.

The current Park's concept incorporates a plaza design on top of a newly upgraded Cambie Drainage Pump Station, connecting trails and an entrance to a proposed pier. Accordingly, the feasibility of constructing the portion of the pump station under the proposed plaza (below a geodetic elevation of 4.0 metres) is fundamental to the plaza design. The Consultant (for the West Cambie Drainage Pump Station Upgrade) shall address this feasibility issue in a timely manner that does not delay the Park's plaza design from proceeding efficiently.

The Consultant is required to coordinate the pump station design to facilitate the Park's plaza, trail and pier connection designs without compromising the purpose of the upgraded drainage pump station including the ability to access equipment for maintenance. Parks shall design all plaza, trail and landscape surface features

including the proposed pier entrance structure. An iterative process involving Parks to finalize the design concept is anticipated.

A minimum of three concepts for the exposed portions of the pump station is required. Concepts shall incorporate architectural features suitable for the long term in this area, which is considered to be premiere City Centre waterfront, and the entrance to the 'Olympic Zone' in the short term. Concepts that incorporate stairs to the top of dike elevation are anticipated at this time.

The City's Parks Department contact is Jamie Esko who can be reached at 604-233-3341.

The Parks Department requirement is to have their entire trail system from the Oval to Cambie Road including the plaza, trail and pier connection structure design complete by September 1, 2008. The attached trail/plaza concept plan is a broad representation of the Parks concept at this location at this point in time.

For reference, a copy of the Parks RFP for the Middle Arm trail design is included with this RFP as Appendix A.

- **Public Art**

The Consultant is expected to work with an artist to incorporate artwork into the design. The City's public art planner will conduct the artist call and selection and will administer the artists contract and progress.

The City's Public Art Planner, Eric Fiss, can be reached at 604-247-4612.

- **Pre-design work completed by others**

- The City retained the services of Aplin & Martin Consultants Ltd. to complete a functional review to upgrade the existing Cambie drainage discharge structure from the current capacity of 2.2m³/s to 4.2m³/s. This work included functional review of the existing pump station and preparation of preliminary concept designs.
- The completed report, "Cambie Discharge Structure Upgrade Review" is included with this RFP as Appendix B.

- **Survey and Base Plan Preparation**

- Perform a Total Station or GPS survey of the subject and surrounding areas picking up all service connections, utility poles, edges of asphalt, driveways, parking areas, structures, property lines, trees, fences, ditches, legal data, etc.
- Prepare digital base plans showing all survey pickup in a neat, readable manner.
- Transfer all hardcopy as-constructed information to the plans.
- **The City does not provide any legal base plan information. The Consultant shall be responsible for preparing a legal base plan.**

- **Preliminary Design**

Submit formal **Pre-Design** report including but not limited to:

- preliminary layout options for City review for pump station tie-in to existing storm sewer,
- a hydraulic assessment and detailed life cycle cost analysis to determine pumping configuration,
- recommendations for interim and ultimate pump configurations,
- assessment of the potential impact of work specifically addressing the works that are built into the dike so they don't facilitate a potential dike breach,
- assessment of inlet and outlet sump hydraulics and
- a minimum three (3) architectural concepts for the exposed portions of work. These include the transition from road elevation to top of dike elevation incorporating a stair structure and architectural concepts for the MCC building.

- **Detailed Design**

- Upon City approval of **Pre-Design** report recommendations and conclusions, prepare digital detailed drawings in accordance with City Design Specifications and drafting standards showing all civil, mechanical electrical and architectural works required for upgrades.
- The pump station design shall allow for connection to the existing drainage conveyance system and shall also accommodate the ultimate design which is a capacity upgrade on Cambie Road, i.e., a twinned system, replacement with a larger system, etc., based on 4.2 m³/s.
- SCADA design.
- Completed detail design drawings are to be signed / sealed before submitting for review.
- Allow for a minimum of three sets of reviews, comments, and revisions of final completed detailed design drawings.
- Allow 2 weeks for each City review.
- Submit full set of drawings to City drafting standards on CD after final approval. Digital file review will occur prior to final payment.
- Identify and provide to the City any special provisions or specifications needed.
- Complete all works necessary to receive a building permit from the City. The City will pay the application cost for the building permit.

- **Outside Agencies Approvals and/or Consultation**

- Co-ordinate and obtain **all** necessary approvals/permits to construct from private utility companies, Dike Authority, DFO, FREMP, Ministry of Environment and any other organizations having jurisdiction.
- Consult and co-ordinate with BC Hydro

- The existing BC Hydro connection is a 480V services likely requiring an upgraded to 600V.
 - Determine a suitable location to relocate the existing/new transformer or integrate it into the design making it more visibly appealing.
 - If relocating requires a right-of-way, recommend a strategy for the locations and sizes required on various properties (this needs to be delivered to the City and BC Hydro as soon as possible to start acquisition process).
 - The contact at BC Hydro is Novy Sandhu (phone 604-543-6032.)
- **Geotechnical/Environmental Consultation Services**
 - Obtain the services of a professional geotechnical consultant to:
 - Conduct a geotechnical and hydro-geotechnical investigation of the work area to determine soil conditions and to substantiate the design including the potential for a dike breach in context of the pump station design incorporation into the dike.
 - Evaluate potential impact of dewatering for excavation during construction.
 - Conduct settlement estimates of adjacent buildings and develop tolerances, where applicable.
 - Provide a report during detailed design phase to address any potential ground condition issues that may be encountered during construction and any requirements that need to be fulfilled.
 - Obtain the services of a professional environmental consultant to:
 - Determine the impact of the proposed works and liaise with approving authorities.
 - Conduct groundwater sampling and evaluate against City, GVRD and DFO regulations for discharge of groundwater into sanitary and storm sewers. Based on the test results, recommend strategies for discharge of the groundwater during construction.
- **Cost Estimation**
 - Provide Class 'C' preliminary cost estimate based on preliminary design alignments and locations, and pre-design/capacity analysis memorandum
 - Provide Class 'A' construction cost estimates for all projects based on Detailed Design ready for tendering and City budgeting
- **Additional Consultation Services**
 - Review of shop drawings for all materials and equipment.
 - Review of City prepared pump station materials supply tenders for pumps and MCC electrical components.
 - Engineering inspection of structural steel during construction.
 - Engineering inspection during pump station testing and commissioning.

- Professional engineering advisory services during construction; allow for 5 hours per week for 16 weeks (80 hours).
- Geotechnical sub-consultant to provide inspection and advisory services during construction allow 40 hours.
- Engineering field services to satisfy building permit letter of assurance requirements.
- **Meetings with City/Consultation with the Public**
 - A minimum of 7 meetings with City staff and outside agencies
 - 3 meetings (including Kick-off meeting) during preliminary design process.
 - 4 meetings during detailed design process.
 - Allow for site meetings with the City's Drainage Operations department construction foreman.
 - Allow for site meetings with the City's Parks department staff and consultants.
 - Chair meetings at City Hall, and record and prepare all minutes.
 - Consultation with property owners and prepare a damage memorandum if required. Create 2 display boards (City will provide template) for presentation at Public Works Open House
- **Optional Work**
 - TENDERING
 - Prepare draft and final tender.
 - Quantify work items in accordance with design drawings.
 - Ensure tender specifications are project specific and in accordance with City of Richmond Supplementary Specifications and MMCD.
 - Address testing requirements by Contractors.
 - Contact contractors a minimum three weeks in advance of tendering to advise/encourage bid submissions.
 - Administration of the tender in conjunction with City Staff, including preparation of response/addenda to inquiries, evaluation and recommendation of tender award.
 - Determine all necessary regulatory body requirements that need to be followed and include in tender specifications.
 - The City will apply and pay for any permit costs.
 - CONTRACT ADMINISTRATION
 - Contract administration in accordance with the construction contract specifications, MMCD and certification of payment in accordance with the latest version of the Builder Lien Act.
 - Attend site visits with City staff and contractors if required.
 - Coordinate weekly / biweekly progress meetings, as necessary, during construction.

- Prepare and certify monthly progress payments.
 - Consultant will be responsible for ensuring project is delivered on time and on budget.
 - The Consultant shall prepare and plan their efforts based on **300** hours of Contract Administration work.
- INSPECTION
- Provide a senior level inspector to ensure all works done are in accordance with contract documents, design drawings, MMCD and City Supplemental Specifications.
 - Prepare and submit Pre-construction video/photo log
 - Inspect and become familiar with site conditions and constraints.
 - Inspect and ensure all works done are in accordance with the requirements provided by all necessary regulatory bodies.
 - Completion of all daily inspection reports and correspondence on standard City documents and formats.
 - Conduct daily verbal updates to the Contract Administrator.
 - Submit weekly time sheets to Contract Administrator for cost tracking.
 - Take construction photos and submit on a regular basis during the process of construction.
 - Any other Inspection items necessary to successfully complete the work..
 - The Consultant shall prepare their effort based **6 hours per day, allow 700 hours**. An additional allowance shall be made for:
 - Substantial Performance Inspection
 - Total Performance Inspection
 - Support Staff
 - Pre and post inspection requirements

It is the City's intention to have a City Inspector shadow the consultant's inspector during construction.

The inspection services may be independent of contract administration services i.e. City contract administration with consultant inspection.

Please note that all CONTRACT ADMINISTRATION (Optional) and INSPECTION (Optional) hours are in addition to the **Additional Consultation Service** hours, which is a part of the base scope of work.

6. DELIVERABLES

- **Preliminary Design Stage**

- Formal memorandum containing pump station hydraulic information, proposed site layout, electrical/mechanical items.
- A set of drawings indicating preliminary alignments and locations of upgrades.
- A minimum three (3) architectural concept for the exposed portions of work. These include the transition from road elevation to top of dike elevation incorporating a stair structure and architectural concepts for the MCC building.
- Class 'C' construction cost estimates.
- **Detail Design Stage**
 - Detail design drawings for approval.
 - Class 'A' construction cost estimate .
 - Material specifications and drawings for the following pre-purchase items:
 - MCC electrical
 - pumps & discharge bends
 - Final approved signed / sealed detail design drawings Issued for Tender and/or Issued for Construction.
 - Provide a list of special provisions and specifications.
- **Tendering Stage (*Optional*)**
 - Draft and final tender document.
 - Addenda as required.

7. CITY PROVIDED ITEMS

The City will provide the following items:

- As constructed information of City utilities only in hard copy format only.
- A copy of the City's most recent completed drainage pump station design drawings and tender documents (optional) for reference.
- A copy of the City's development density plan specific to the applicable drainage pump station catchments areas.

The City of Richmond Drafting Standards – August 2002, Supplementary Specifications and Detail Drawings – June 2005, and Design Specifications – July 2002 may be purchased at the City's Front of House for \$100.00 each.

8. PROJECT SCHEDULE

The City requires that construction of the West Cambie Drainage Pump Station Upgrade be complete by August 1, 2009. This date is important due to the coordination activities surrounding delivery of the Olympic Zone related infrastructure improvements and for the need to have this work complete prior to the Olympics in February 2010.

Accordingly, it is of paramount importance to the City that the target dates outlined herein are achieved.

Submissions that do not meet the target schedule outlined herein shall not be considered for award.

It shall not be an option for the Consultant to extend the dates provided herein.

The following is the targeted schedule for deliverables:

- **Preliminary Design**
 - Formal pre-design memorandum completed by **September 30, 2008.**

- **Detail Design**
 - Material specifications and drawings for the following pre-purchase items by **October 31, 2008:**
 - MCC kiosks.
 - pumps & discharge bends.
 - Detail design drawings for approval – **November 28, 2008.**
 - Class ‘A’ construction cost estimate – **November 28, 2008.**
 - Final signed / sealed detail design drawings Issued for Tender – **December 12, 2008.**

- **Tendering (Optional)**
 - Draft Tender **November 28, 2008.**
 - Final Tender – **December 19, 2008.**

A project schedule is to be submitted with the proposal detailing how the Consultant intends to reach the targeted milestones and deadlines

9. PROPOSAL SUBMISSION

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

- A detailed listing of storm sewer and drainage pump station design and construction experience.
- A description of the proponent’s understanding of the project objectives/outcomes and vision, and how these will be achieved.
- Team Composition – a complete listing of all key personnel who will be assigned to this project. This will include their relevant experience, qualifications for this project, roles and responsibilities, leadership, etc., in addition to their availability for this project.
- A detailed project methodology explaining each project task including what will be expected of both the consultant and the City with respect to each task.

- A complete definition of the process that will be employed to meet the objectives of this project, eg., approach to be taken, feasibility and market study, etc.
- A detailed schedule of all activities, including milestones, project meetings, interim reports and progress reports required for this project.
- A detailed proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- Provision of a priced methodology complete with a time allotment for each identified task you propose to employ to carry out the work, this shall form the basis for payments to the successful proponent. Supplement this with a schedule of fees for staff to be assigned to the project. These rates shall be the basis for adjustments to the value of the contract in the event the scope of work varies from that proposed.
- A minimum of three (3) client references from projects of a similar size and scope.

10. WORKING AGREEMENT

The successful proponent will enter into a contract for services with the City based upon the information contained in this request for proposal and the successful proponents submission and any modifications thereto.

The successful proponent will enter into a slightly modified MMCD Consultants Agreement. MMCD documents may be purchased at:

Master Municipal Construction Documents Association
c/o Support Services Unlimited
102-211 Columbia Street
Vancouver, B.C. V6A 2R5
Phone: 604-681-0295
Fax: 604-681-4545

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 including sub-consultants.
- Project Deliverables/**Schedule**.
- Company Resources.
- Value for Money.

- References and
- Interview (if required).

12. APPENDICES

Please refer to the ftp site referenced in the *Submission Details* to access the following documents:

Appendix A – *3195P: Middle Arm Greenway Design Services*

Appendix B - *Cambie Discharge Structure Upgrade Review*



City of Richmond
Business & Financial Services Department

Notice of No Bid

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.

3238P

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	



Engineering
Telephone: (604) 276-4289
Fax: (604) 276-4197

June 2, 2008
File: 10-6340-20-P.08306/Vol 01

TO THOSE WHO HAVE RECEIVED COPIES OF 3238P

Dear Sir/Madam:

**Re: Contract 3238P
Addendum No. 1
West Cambie Drainage Pump Station Upgrade**

This addendum forms part of the Request for Proposal Documents and shall be read, interpreted and coordinated with all other parts. The costs of all work contained herein shall be included in the Contract Price. The following revisions supersede the information contained in the original Contract Document to the extent referenced and shall become part thereof.

Proponents shall acknowledge receipt of this addendum by including this addendum in their proposal submission:

- 1) **For all instances, change the Request for Proposals closing date from Friday, June 13th, 2008 to Thursday, June 19th, 2008 3:00pm P.S.T.**
- 2) **Section 5 – Consultant Duties/Project Scope - Preliminary Design (pg 5)**

Insert the following:

- conceptual layout design for a permanent standby generator. Based on estimated cost to complete construction of this generator, the City will determine if this item is pursued further, or a mobile generator connection design is completed. The generator is to be contained within a building or enclosure and included in the architectural concepts.

- 3) **Section 7 – City Provided Items**

Delete:

The City of Richmond Drafting Standards – August 2002, Supplementary Specifications and Detail Drawings – June 2005, and Design Specifications – July 2002 may be purchased at the City's Front of House for \$100.00 each.

Replace with:

The *City of Richmond Drafting Standards* – August 2002, *Supplementary Specifications and Detail Drawings* – June 2005, and *Design Specifications* – June 2008 may be purchased at the City's Front of House for \$100.00 each

4) Questions Received From Consultants & Subsequent Answers

1. Q1: Could you please provide a copy of drawing 4795-4-68 not included in the report appendix.
A1: A copy of drawing 4795-4-68 will be placed on the City FTP site within the "3233P West Cambie Drainage Pump Station" folder. Instruction to access the FTP site are contained within the RFP in section 2.

2. Q2: Can you please confirm if preloading is going to be completed for dike raising
A2: Construction must be completed by August 1st, 2009. In this context, pre-loading will only be considered as an acceptable design if the construction schedule can be met.

Yours truly,

Mile Racic

June 17, 2008
File: 10-6340-20-P.08306/Vol 01

Engineering
Telephone: (604) 276-4289
Fax: (604) 276-4197

TO THOSE WHO HAVE RECEIVED COPIES OF 3238P

Dear Sir/Madam:

**Re: Contract 3238P
Addendum No. 2
West Cambie Drainage Pump Station Upgrade**

This addendum forms part of the Request for Proposal Documents and shall be read, interpreted and coordinated with all other parts. The costs of all work contained herein shall be included in the Contract Price. The following revisions supersede the information contained in the original Contract Document to the extent referenced and shall become part thereof.

Proponents shall acknowledge receipt of this addendum by including this addendum in their proposal submission:

1) Questions Received From Consultants & Subsequent Answers

1. Q1: Will the Consultant be responsible for SCADA, RTU & PLC programming?
A1: No, the City will be responsible for programming the SCADA, RTU & PLC.

Yours truly,

Mile Racic