



CONTRACT 3453P

No. 3 Road and Granville Avenue Watermain Replacement Program

1. INTRODUCTIONS

The City of Richmond proposes to engage the services of a Civil Consultant to provide design services for the No.3 Road and Granville Avenue Watermain Replacement Program. Furthermore, the City requires optional construction inspection and contract administration for the No.3 Road section of the program.

The objective of this request for proposal 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

Five (5) copies of proposals marked “**No. 3 Road and Granville Avenue Watermain Replacement Program – Contract 3453P**” 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, Local Time on Thursday, February 5, 2009. Submissions received after this time will be returned to the sender.

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Proposals may be withdrawn by written notice only provided such notice is received at the office of the City’s Purchasing Section prior to the date/time set as the closing time for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 Protection of Privacy Act (BC).

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 Proponents to check with the City of Richmond’s Purchasing Section to ensure that all available information has been received prior to submitting a proposal.

3. ENQUIRIES

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

Purchasing

Kerry Lynne Gillis
Buyer II
Purchasing Section
City of Richmond

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

3.2 Technical clarification shall be directed to:

Technical

Roeland Zwaag, P. Eng.
Project Engineer
Engineering & Public Works
City of Richmond

Telephone: 604-276-4377
E-mail: rzwaag@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 SCOPE

Project Background

In 2008, the City of Richmond repaired two breaks in a 750mm diameter steel watermain along No.3 Road, between Granville Avenue and Saba Road. Subsequently, City staff assessed the condition of the watermain and determined that it should be replaced to reduce maintenance costs and costly repairs.

In addition to this replacement, a second section of watermain located beside the steel main has been identified for upsizing. Therefore City staff submitted a capital project request in the amount of \$4,550,000 to replace the two (2) existing watermains along No.3 Road in 2009. The Granville Avenue watermain is scheduled for future capital program construction.

A new road design for No.3 Road from Westminster Hwy. to Granville Avenue has been prepared separately from this contract. Construction could commence as early as April 2009 and hence time is of the essence.. It is the City's intention to have the No. 3 Road watermains tendered at the end of April.. The Successful Proponent (the "Consultant") shall review these design drawings and incorporate the relevant elements into their design.

Scope of Work

The scope of work for this project is detailed as follows:

- **No.3 Road from Granville Avenue to Saba Road (West side)**
 - Replace approximately 680 lineal meters of existing 750mm dia. steel watermain with 450mm dia. PVC/HDPE watermain.
 - For this section of the replacement, it is the intention of the City to use the existing 750mm dia. watermain as a carrier pipe and insert the new 450mm dia. PVC/HDPE watermain through. However, the City will consider appropriate alternative methods..

- **No.3 Road from Saba Road to Westminster Hwy. (West side)**
 - Install 170 lineal meters of new 450mm dia. PVC watermain.

- **No.3 Road from Granville Avenue to Westminster Hwy. (East side)**
 - Replace approximately 860 lineal meters of existing 200mm dia. AC watermain with 300mm dia. PVC watermain.

- **Granville Avenue from No.3 Road to Gilbert Road (South Side)**
 - Replace approximately 825 lineal meters of existing 150mm dia. AC watermain with 200mm dia. PVC watermain.

- **Granville Avenue from No.3 Road to No.2 Road (North Side)**
 - Replace approximately 1650 lineal meters of existing 750mm dia. steel watermain with 450mm dia. PVC/HDPE watermain.
 - For this section of the replacement, it is the intention of the City to use the existing 750mm dia. watermain as a carrier pipe and insert the new 450mm dia. PVC/HDPE watermain. However, the City will consider appropriate alternative methods.

5. CONSULTANT DUTIES

The Consultant shall provide an experienced and efficient team 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 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.
- Review City Boulevard Bylaw #7174, Road Restoration Bylaw 7869 and Residential Access Bylaw #7222.
- Meet on-site with City Engineering and Public Works representative to review any potential conflicting utilities and general site restrictions.

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 successful proponent is responsible for preparing a legal base plan.**

Preliminary Design

- Prepare preliminary proposed alignments for the watermain replacements detailed in the scope of work for City review.
- Submit formal **Preliminary Design** report which includes details on the following:
 - Effects to local businesses and traffic by the proposed watermain alignments and construction;
 - Recommendation on adding valves to the new 450mm dia watermain;
 - Recommendation on the methodology for filling the annulus of the existing 750mm dia carrier pipe;
 - Recommendation on the construction methodology and material selection for the proposed new watermains;
 - A detailed recommendation on the sequence of construction for this project, based on the City's intention to complete the section of watermain replacement where No.3 Road is scheduled to undergo road construction in the fall of 2009.
- Provide Class 'C' preliminary cost estimate based on preliminary design alignments and locations.
- Provide preliminary schedule on construction for both No.3 Road watermains.

Detailed Design

- Upon City approval of **Pre-Design** report recommendations and conclusions, prepare detailed drawings in accordance with City Design Specifications and drafting standards showing all works required for the watermain replacement.
- Allow for a minimum of three sets of reviews, comments, and revisions of final completed detailed design drawings.
- Identify locations where pre-locating of utilities is required (The City will organize and pay for the actual pre-location services).
- Allow 3 weeks for each City review.
- Submit signed and sealed drawings once drawings are completed.
- 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 list of special provisions or specifications needed. Please consider the following important information during design:
 - City Hall requires a redundancy and is therefore serviced from the watermains along Granville Avenue and No.3 Road;

- All watermains in this program are to be fully joint restraint;
- All service connections along No.3 Road are to be changed over to the new 300mm dia. PVC watermain on the east side. Provide Class 'A' construction cost estimates for all projects based on Detailed Design ready for tendering and City budgeting.
- Prepare 2 presentation boards (A1 size) for the City's Capital Project Open House to be held on April 2, 2009.

Meeting with City Staff and Consultation with the Public

- A minimum of seven (7) meeting with City staff and outside agencies.
- Allow for sufficient meetings during preliminary design and detailed design process.
- Allow for site meeting with Engineering and Water Operations to review watermain alignments and particulars.
- Chair meetings at City Hall, and record and prepare all minutes.

Consulting Services During Construction Phase

Should the consultant not be awarded the optional work, they shall allow for an additional 80 hours of time for professional engineering advisory services to address any design drawing issues/revisions during construction and/or clarifications needed by the City. Invoicing shall be based on actually time spent on advisory services.

Optional Work

Tendering

- Prepare tender documents.
- 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.
- Contact contractors to 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.
- Complete tender evaluations and make recommendation of award.

Contract Administration

- Contract administration in accordance with the 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 progress meetings, as necessary, during construction.
- Prepare and certify monthly progress payments.
- Proponent will be responsible for ensuring project is delivered on time and on budget.
- The Consultant shall prepare their efforts based on assuming that the construction contract shall take 80 working days and shall allow for sufficient pre and post construction meetings.

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 photo log. Video log is also accepted.
- 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.
- 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 on **80** construction working days and shall allow sufficient time for:
 - Substantial Performance Inspection
 - Total Performance Inspection
 - Support Staff
 - Pre and post inspection requirements (deficiencies)

Deliverables**Preliminary Design Stage**

- Presentation boards for Capital Program Open House
- Formal Preliminary Design Report.
- A set of drawings indicating preliminary alignments and locations of upgrades.
- Class 'C' construction cost estimate.

Detail Design Stage

- Detail design drawings for approval.
- Class 'A' construction cost estimate.
- 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.
- Tender evaluation and recommendation of award.

6. CITY PROVIDED ITEMS

The City will provide as-constructed information of City utilities in hard copy format only.

The City of Richmond Drafting Standards – August 2002, Supplementary Specifications and Detail Drawings – June 2005, and Design Specifications – July 2002 are available at no charge to the Consultant.

Should the consultant be awarded the optional work, the City will provide their standard watermain replacement tender document and standard watermain replacement project progress payment templates.

The City will apply and pay for any permit costs and is responsible for all reproduction and distribution costs of the tender.

7. PROJECT SCHEDULE

The following is the targeted schedule for deliverables:

Preliminary Design Stage

- Presentation Boards for Capital Program Open House – **March 25, 2009**
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- Preliminary drawing indicating alignment and location of upgrades – **March 13, 2009**

Detail Design Stage

- Watermain replacement along No.3 Road (Priority)
 - Detail design drawings for approval – **April 9, 2009**
 - Class ‘A’ construction cost estimate – **April 23, 2009**
 - Final signed / sealed design drawings Issued for Tender – **April 23, 2009**
- Watermain replacement along Granville Avenue
 - Detail design drawings for approval – **June 18, 2009**
 - Class ‘A’ construction cost estimate – **June 18, 2009**
 - Final signed / sealed design drawings Issued for Tender – **July 10, 2009**

Tendering (Optional)

- Draft Tender – **April 9, 2009**
- Final Tender – **April 23, 2009**

A project schedule is to be submitted with the proposal detailing how the Consultant intends to reach the targeted milestones and deadlines. If you cannot reach the targeted milestones and deadlines, please provide a revised schedule.

8. PROPOSAL SUBMISSION

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

- A detailed listing of watermain design experience and experience in trenchless technologies.

- A description of the Proponent's understanding of the project objectives/outcomes and vision, and how these will be achieved.
- 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.
- 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 proposal of what will be delivered, including the expected outcome and benefits to the City of Richmond.
- A complete definition of the process that will be employed to meet the objectives of this project, e.g., 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.
- Provision of a priced methodology complete with a time allotment for each identified task proposed 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.
- A charge out list for all staff
- **A summary of the total survey hours and total man hours (survey included) on the cover sheet of the proposal.**

9. WORKING AGREEMENT

Currently, the City is reviewing the standard Master Municipal Construction Documents (MMCD) Consultants Agreement. The Successful Proponent will enter into a standard, slightly modified MMCD Consultants Agreement with the City based upon the information contained in this request for proposal and the successful proponent's submission. Supplementary General Conditions of Contract will be included with this contract (please see Appendix A for these Supplementary General Conditions).

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

10. 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
- Company experience relevant to this project
- Project Deliverables
- Value for Money
- References
- Interview (if required)



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.

3453P

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	

Appendix A – Supplementary General Conditions of Contract

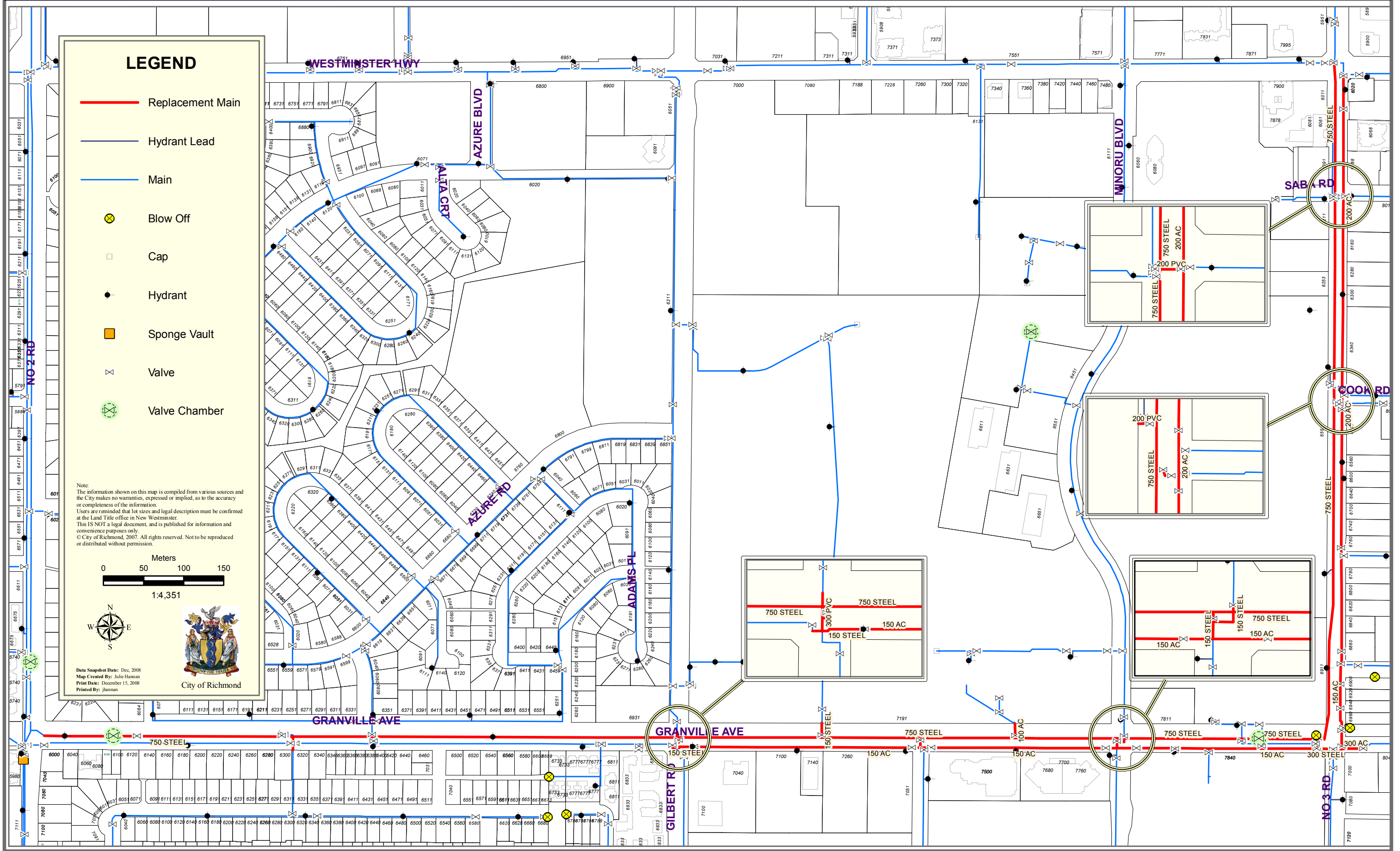
Ownership of Documents and Copyright

1. All drawings, audiovisual materials, information, plans, models, designs, specifications, reports and other documents or products produced, received or acquired by the Consultant as a result of the provision of the Services (the “Material”) shall be the sole property of the City, and the City shall have the right to utilize all of the Material for its benefit in any way it sees fit without limitations.
2. The Material shall be delivered by the Consultant to the City forthwith following the expiration or sooner termination of this Agreement, provided that the City may, at any time or times prior to the expiration or sooner termination of this Agreement, give written notice to the Consultant requesting delivery by the Consultant to the City of all or any part of the Material in which event the Consultant shall forthwith comply with such request.
3. The Consultant hereby transfers title in and to the Material and assigns to the City sole copyright in the Material. The Consultant agrees that title to the Material is to be considered to have been transferred, and any copyright in the Material is to be considered to have been assigned by the Consultant to the City upon creation of the Material. The Consultant hereby irrevocably waives, in favour of the City, the Consultant’s moral rights in respect of the Material. The Consultant shall obtain in writing, from its personnel, its permitted consultants or from any other source used, all required assignments, waivers, including waivers of moral rights, releases of interest and acknowledgements necessary to transfer title to and copyright in the Material to the City.
4. The Consultant hereby represents and warrants that the portion of the Material produced by the Consultant will not infringe any patent or copyright or any other industrial or intellectual property rights including trade secrets.

No Promotion of Relationship with the City , the Olympic Oval or the 2010 Olympic and Paralympic Winter Games

1. The Consultant shall not disclose or promote its relationship with the City, including by means of any verbal declarations, announcements, sales, marketing or other literature, letters, client lists, press releases, brochures or other written materials (the Communications”) without the express prior written consent of the City (except as may be necessary for the Consultant to perform the Consultant’s obligations under the terms of this Agreement).

2. Furthermore, the Consultant undertakes not to disclose or promote its relationship with the City in any Communications in a manner which could suggest or create an association, express or implied, between the Consultant and the International Olympic Committee, the 2010 Olympic and Paralympic Winter Games, the Olympic Movement or the Vancouver Organizing Committee for the 2010 Olympic and Paralympic Winter Games (also known as "VANOC"). Without limiting the generality of the foregoing, the Consultant shall not refer to "VANOC", "Vancouver 2010", the "2010 Games", the "Games", " **Venue City**", "Olympic" , "Olympic Oval" or "Olympics", and shall not use any official emblem, logo or mascot of the 2010 Games, the City or the Richmond Olympic Oval in any Communications, without the express prior written consent of the City, which may be withheld.





City of Richmond

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

Telephone 604-276-4000

www.richmond.ca

February 3, 2009

File: 10-6340-20-P.08407/Vol 01

Business & Financial Services Department

Finance Division

Telephone: 604-276-4218

Fax: 604-276-4162

Via Electronic Mail and On-Line Posting

Attention: All Proponents

Dear Madam/Sir:

Re: Request for Proposal 3453P: No. 3 Road and Granville Avenue Watermain Replacement Program – Addendum 1

This addendum forms part of the Contract Documents and shall be read, interpreted and coordinated with all other parts. Please review and consider the following information in preparation of your submissions:

Survey Information

Topographic survey was completed along No. 3 Road from Westminster Highway to Granville Avenue as part of the Canada Line road restoration project. The Consultant shall be provided this survey information in digital format. Should additional survey be required to complete the watermain design on No. 3 Road, it will as a negotiated change order to the contract based on the provided charge-out rates. The consultant shall still make allowance to complete the cadastral base plan for No. 3 Road.

Clarifications and Revisions

1. Page 3, Scope of Work

No. 3 Road from Saba Road to Westminster Hwy. (West side)

The steel watermain in this section has been abandoned. Condition is unknown. The City will, upon the Consultant's request, prelocate and investigate the condition of the main to determine its suitability as a carrier pipe.

2. Page 4, Preliminary Design

Replace "in the fall of 2009" with "as early as April 2009".

3. Page 4, Detailed Design

Replace "Allow 3 weeks for each City review" with "Allow 1 week for each City review"

4. Page 5, Meeting with City Staff and Consultation with the Public

Replace “A minimum of seven (7) meetings with City staff and outside agencies” with “Allow for sufficient meetings with City staff and outside agencies”

5. Page 6, Deliverables

The word “Deliverables” on page 6 is in the wrong location and should be the new header item and not part of the optional work.

Questions

We have received questions related to this Request for Proposal (RFP). This addendum lists the questions we have received , together with our answers.

Q.1 – Do you see any need for a geotechnical report for the watermain where we are not using a carrier pipe?

A.1 – There is no requirement for a geotechnical report at this time. Should it become apparent during the design phase that one is required, the City will directly retain the services of a geotechnical consultant.

Yours truly,


Kerry Lyane Gillis
Buyer II - Contracting Specialist

RZ:kg

pc: Roeland Zwaag, P. Eng., Project Engineer