



Request for Proposal

Issue Date: Oct 10th, 2019

- PROJECT:** Lake Cowichan Sewage Treatment Plant Slope Repair
- LOCATION:** Town of Lake Cowichan, BC
- OVERVIEW:** The Town of Lake Cowichan is inviting qualified firms to submit proposals for the Design and Construction Management of slope stabilization repair along the northern perimeter of the town's Sewage Lagoon.
- BACKGROUND:** The Town of Lake Cowichan is located on southern Vancouver Island at the outlet of Lake Cowichan to the Cowichan River. The Cowichan River has been identified as a sensitive ecosystem and is an important spawning stream for various salmon species. The river is also a popular recreation area uses including swimming, fishing and kayaking.
- The Town operates and maintains a sewage treatment plant that discharges to the Cowichan River. An upgrade of a third cell was constructed in 2015 but has not been commissioned. The third cell is filled with sludge from the first cell and rainwater. The north side of the cell has an access road, a 10 m high slope and a 12ft security fence. The slope is approximately 50 m long.
- The slope is failing, and the fence is in danger of failing too. The debris from the slope will block the access road and potentially could enter the third cell.
- PROJECT OBJECTIVES:** The project requires the design of a solution to stabilize the slope and prevent further deterioration of the sewage lagoon.
- PROJECT TASKS:**
1. Review project requirements and provide a feasible solution that minimizes costs.
 2. Obtain all necessary approvals.
 3. Provide preliminary and detail designs.
 4. Assistance in tendering to successful construction bidder.
 5. Construction, supervision and contract administration.

6. Ensure all safety requirements are met.
7. Any other related duties to facilitate realization of project.

COMPLETION TIMEFRAME: TBD

SUPPORTING BACKGROUND MATERIAL None

PROJECT CONSULTANT BUDGET TBD

SUBMISSION CONTENT:

Proposals shall respond to the information contained within this RFP document and should include the following:

Proposed Work Program

The work program shall specifically outline tasks and deliverables.

Proposed Schedule

The schedule should provide detailed estimates for project components and include a timeline estimate for the deliverables. It is anticipated that the project should be completed this Fiscal Year.

Consultant Qualifications

This community seeks a firm or individual with experience in asset management.

The submission shall provide the following details:

1. Firm (s') name, address, email and brief firm description;
2. References from clients for comparable work undertaken; and
3. Firm (s') professional experience in completing projects of a similar nature and subject matter.

Budget

The proposals shall provide the following budgetary details:

1. Itemized costs for completing all tasks and deliverables
2. Breakdown of time of each consultant team member; and
3. Estimation of expenses and taxes.

EVALUATION CRITERIA: During the evaluation process any or all of the firms may be invited for a telephone interview at their own expense. Consultants will be evaluated specifically on:

1. Quality of the proposal (10%);
2. Responsiveness to the requirements of the RFP (20%);
3. Qualifications and relevant experience (20%);
4. Understanding of the project (20%);
5. Quality of work experience (20%); and
6. Proposed budget and ability to complete the work (10%).

The Town reserves the right to reject any or all submissions, to waive informalities and irregularities in the submissions received and accept any proportion of any submission if deemed in the best interest of the project and the Town.

Due to budget constraints, a proposal being over budget may result in it being rejected.

All materials submitted regarding this RFP and deliverables from the subsequent contract with the successful consultant will become the property of the Town. The Town is not liable for any costs incurred by entities prior to the execution of the contract.

INSURANCE

Any Contract resulting from this RFP will require that the Consultant, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, comprehensive commercial general liability insurance in an amount not less than \$2,000,000 inclusive per occurrence, insuring against bodily injury and property damage and including liability assumed under the Contract. The Town is to be added as an additional insured and the policy shall contain a cross liability clause. The Consultant will provide the Town with evidence of the required insurance in the form of a certificate of insurance, upon execution and delivery of the Contract.

The Consultant will provide and maintain professional liability insurance in an amount not less than \$1,000,000 insuring the Consultant's liability resulting from errors and omissions in the performance of professional services under the Contract.

REGISTRATION WITH WORKSAFE BC

The Consultant and any approved sub-consultants must be registered with the WorkSafe BC, in which case WorkSafe BC coverage must be maintained for the duration of the Contract. Prior to receiving any payment, the Consultant may be required to

submit a WorkSafe BC Clearance Letter indicating that all assessments have been paid. The Consultant shall abide by all provisions of the Workers Compensation Act of British Columbia and must sign a safety agreement in the form provided by the town.

**SUBMISSION
REQUIREMENTS:**

The Town of Lake Cowichan shall receive the proposals no later than 3 pm on Friday, Nov 1st as one digital copy, by email or flash drive.

Proposals and/or inquiries shall be addressed to:

Joseph A. Fernandez
Chief Administrative Officer
Town of Lake Cowichan
P.O. Box 860,
39 South Shore Road
Lake Cowichan BC V0R 2G0
Email: jfernandez@lakecowichan.ca

Technical Inquiries can be addressed to:

Kam So, P.Eng.
Superintendent, Public Works and Engineering Services
Town of Lake Cowichan
P.O. Box 860
39 South Shore Road
Lake Cowichan, BC V0R 2G0
Email: kam.so@lakecowichan.ca
Phone: 250-749-6244

Appendix A:



Looking west.

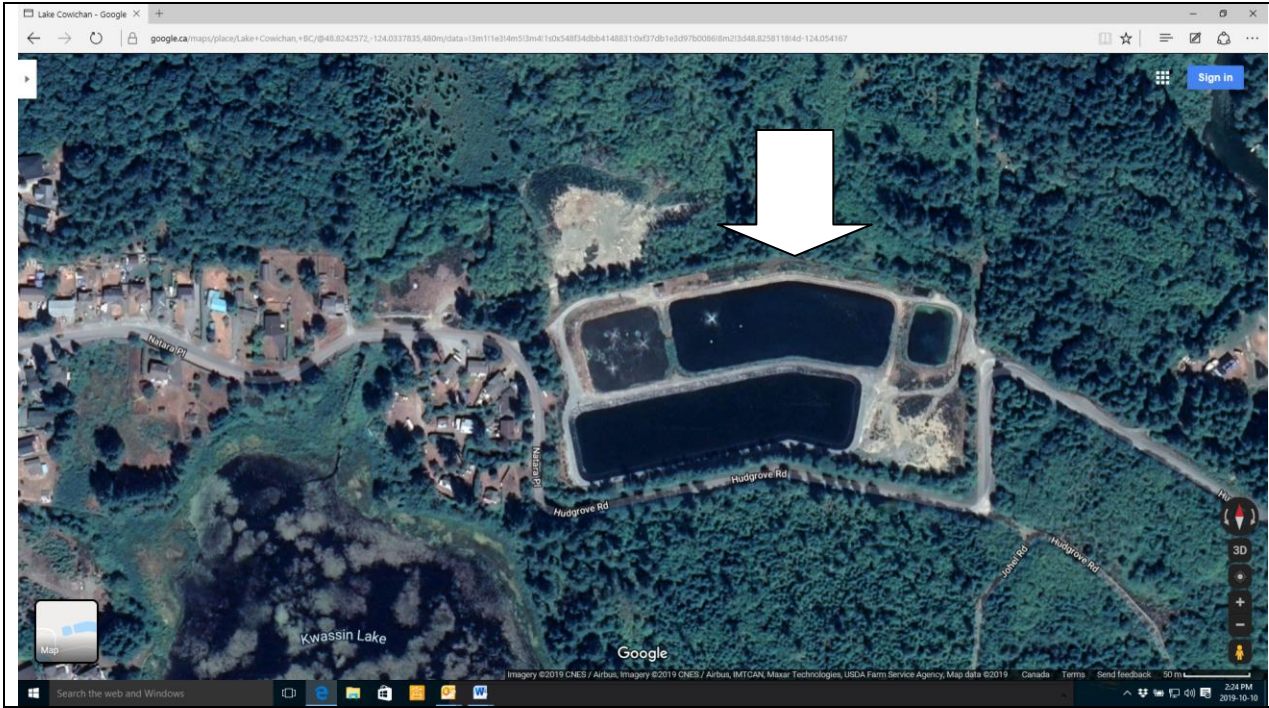
To the left is the failing slope with fence on top.

To the right is the cell number 3 of the lagoon.



Looking east.

Picture of slope that is failing.



Arrow pointing toward failing slope.

Approximately 50 meters long.