

**Request for Proposals  
Engineering Services for the Design and Procurement  
of a Water Treatment System, Water Tank and  
Connections to Water Distribution System**

**RFP Number: 092018 Issue date:** August 30, 2018

**Closing Time:** Proposals must be received **before 4:00 PM Pacific Time** on: October 1, 2018

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**DELIVERY OF PROPOSALS:** Proposals must be in English and must be submitted using the submission methods below. Proponents must include a copy of this cover page that is signed by an authorized representative of the Proponent.

Proponents must submit -5-hard-copies (and one electronic copy) of its proposal. Proposals submitted by hard copy must be submitted by mail (couriers do not deliver to Texada Island):

**Van Anda Improvement District**

Box 115  
Van Anda, BC V0N 3K0

Proposals must be received before Closing Time to be considered.

**A proposal is deemed to incorporate the Confirmation of Proponent's Intent to Be Bound below, without alteration.**

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**CONFIRMATION OF PROPONENT'S INTENT TO BE BOUND:**

The enclosed proposal is submitted in response to the referenced Request for Proposals, including any addenda. By submitting a proposal, the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposal.
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal.
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

**PROponent NAME (please print):** \_\_\_\_\_

**NAME OF AUTHORIZED REPRESENTATIVE (please print):** \_\_\_\_\_

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

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**Van Anda Improvement District (VAID) CONTACT:** Enquiries related to this RFP, including any requests for information or clarification may only be directed by email to the following person who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon.

**Lin Johnson**  
**Administrator**  
**Box 115, 2036 Marble Bay Road**  
**Van Anda, BC V0N 3K0**  
[contact@vananda-id.ca](mailto:contact@vananda-id.ca)  
604.414.3508

The cut-off for submitting any questions related to this RFP will be **48 hours** before the Closing Time. Questions received after this time may not be answered.

### **PROPOSANTS' MEETING:**

A non-mandatory site visit will be held at 2:00 PM on September 11, 2018, followed by a Q&A session of approximately one - hour duration. This time allows for arrival by air and ferry. Please RSVP to allow VAID to arrange ground transportation. Proponents attending the site visit do so at their own volition and expense.

### **PROPOSAL DELIVERY:**

When submitting in hard copy, VAID encourages Proponents to consider environmental stewardship, as per the following:

Hard copy proposals should be printed double sided paper;

Thin proposals should be stapled rather than bound;

Binding, where required, should be comb-type (e.g. Cerlox) rather than wire spiral for ease of separating to shred and recycle.

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## **1 SUMMARY OF THE OPPORTUNITY**

VAID is seeking proposals from an engineering firm to prepare detailed design, construction supervision and deliverables of a water intake, water treatment plant and storage systems, that provides safe drinking water and fire flow to the community.

Further details as to the scope of this opportunity and the requirements can be found in Sections 3, 4 and 5 of this RFP.

## 2 RFP PROCESS RULES

### 2.1 Definitions

Throughout this Request for Proposals, the following definitions apply:

“**Addenda**” means all additional information regarding this RFP including amendments to the RFP;

“**Closing Location**” includes the location or email address for submissions indicated on the cover page of this RFP;

“**Closing Time**” means the closing time and date for this RFP as set out on the cover page of this RFP;

“**Contract**” means the written agreement resulting from the RFP executed by VAID and the successful Proponent;

“**Contractor**” means the successful Proponent to the RFP who enters into a Contract with VAID;

“**VAID**” means Van Anda Improvement District;

“**VAID Contact**” means the individual named as the contact person for VAID in the RFP;

“**must**”, or “**mandatory**” means a requirement that must be met in order for a proposal to receive consideration;

“**Proponent**” means a person or entity (excluding its parent, subsidiaries or other affiliates) with the legal capacity to contract, that submits a proposal in response to the RFP;

“**Proposal**” means a written response to the RFP that is submitted by a Proponent;

“**Request for Proposals**” or “**RFP**” means the solicitation described in this document, including any attached or referenced appendices, schedules or exhibits and as may be modified in writing from time to time by VAID by Addenda; and

“**should**”, “**may**” or “**weighted**” means a requirement having a significant degree of importance to the objectives of the Request for Proposals.

### 2.2 Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda. A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent’s proposal. A scanned

copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound.

### 2.3 Submission of Proposals

- a) Proposals must be submitted before Closing Time to Box 115, 2036 Marble Bay Road, Van Anda BC V0N 3K0 using the submission methods set out on the cover page of this RFP. The Proponent is solely responsible for ensuring that VAID receives a complete Proposal, including all attachments or enclosures, before the Closing Time.
- b) For electronic submissions (email), the following applies:
  - (i) The Proponent is solely responsible for ensuring that the complete electronic Proposal, including all attachments, is received before Closing Time;
  - (ii) The maximum email size (including attachments) must be 20 MB or less. (Proponents are solely responsible for ensuring that email proposal submissions comply with any size restrictions imposed by the Proponent’s internet service provider);
  - (iii) Multiple emails to satisfy Clause (ii) above must be labelled Part 1, Part 2, etc.
  - (iv) Attachments must not be compressed, must not contain a virus or malware, must not be corrupted and must be able to be opened. Proponents submitting by electronic submission are solely responsible for ensuring that any emails or attachments are not corrupted. VAID may reject proposals that are compressed, cannot be opened or that contain viruses or malware or corrupted attachments.

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- c) For email proposal submissions, including any notices of amendment or withdrawal referred to in Section 2.8, the subject line of the email and any attachment should be clearly marked with the name of the Proponent, the RFP number and the project or program title.
- d) For electronic/mailed submission, VAID strongly encourages Proponents to allow sufficient time to complete the upload, transmission and delivery of the complete proposal and any attachments before Closing Time.
- e) The Proponent bears all risk associated with delivering its Proposal by electronic submission, including but not limited to delays in transmission between the Proponent's computer and VAID.
- f) The Proponent is solely responsible for ensuring that its complete email proposal submission and all attachments have been received before Closing Time. If VAID rejects an email proposal submission for any reason, and the Proponent does not resubmit its proposal by the same or other permitted submission method before Closing Time, the Proponent will not be permitted to resubmit its proposal after Closing Time. The Proponent is strongly advised to contact VAID immediately to arrange for an alternative submission method if:
  - (i) the Proponent's email proposal submission is rejected; or
  - (ii) the Proponent does not receive a response email from VAID confirming receipt of the email and all attachments within 24 hours of the time the email proposal submission was sent by the Proponent.

### 2.4 Additional Information

All Addenda will be sent via email to Proponents, and a mandatory receipt must be returned to VAID.

### 2.5 Late Proposals

Proposals will be marked with their receipt time at the Closing Location. Only complete proposals received and marked before the Closing Time will be considered to have been received on time. Proposals received late will be marked late and not considered or evaluated. In case of a dispute, the proposal receipt time as recorded by VAID at the Closing Location will prevail whether accurate or not.

### 2.6 Proposal Validity

Proposals will be open for acceptance for at least 90 days after the Closing Time.

### 2.7 Firm Pricing

Negotiated prices will be firm for the entire Contract period unless the RFP specifically states otherwise. Upon discussion with successful proponent, VAID reserves the right to purchase directly any component of the water tank and the water treatment system, based on cost efficiencies.

### 2.8 Changes to Proposals

By submitting a clear and detailed written notice, the Proponent may amend or withdraw its proposal before the Closing Time. Unless the RFP otherwise provides, Proponents should use a consistent submission method for submitting proposals and any amendments or withdrawals. Upon Closing Time, all proposals become irrevocable. The Proponent will not change any part of its proposal after the Closing Time unless requested by VAID for purposes of clarification.

### 2.9 Conflict of Interest/No Lobbying

- a) A Proponent may be disqualified if the Proponent's current or past corporate or other interests, or those of a proposed subcontractor, may, in VAID's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. This includes, but is not limited to, involvement by a Proponent in the preparation of the RFP or a relationship with any employee, contractor or representative of VAID involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a Proponent is in doubt as to whether there might be a conflict of interest, the Proponent should consult with VAID prior to submitting a proposal. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- b) A Proponent must not attempt to influence the outcome of the RFP process by engaging in lobbying activities. Any attempt by the Proponent to communicate for this purpose directly or indirectly with any employee, contractor or representative of VAID, including members of the evaluation committee, or with the media, may result in disqualification of the Proponent.

### 2.10 Subcontractors

- a) Unless the RFP states otherwise, VAID will accept proposals where more than one organization or individual is proposed to deliver the services described in the RFP, so long as the proposal identifies the lead entity that will be the Proponent and that will have sole responsibility to deliver the services under the Contract. VAID will enter into a Contract with the Proponent only. The evaluation of the Proponent will include evaluation of the resources and experience of proposed sub-contractors, if applicable.
- b) All subcontractors, including affiliates of the Proponent, should be clearly identified in the proposal.
- c) A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in VAID's opinion, give rise to an actual or potential conflict of interest in connection with the services described in the RFP. By submitting a proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest that is actual or potential, in respect of the RFP.
- d) Where applicable, the names of approved subcontractors listed in the proposal will be included in the Contract. No additional subcontractors will be added nor other changes made to this list in the Contract without the written consent of VAID.

### 2.11 Evaluation

Proposals will be assessed in accordance with the evaluation criteria (see Section 7). After closing time VAID will not be obligated to receive further information, whether written or oral, from any Proponent. VAID is under no obligation to perform any investigations or to otherwise verify any statements or representations made in a proposal.

### 2.12 Contract

- a) By submitting a proposal, the Proponent agrees that should its proposal be successful the Proponent will enter into a Contract with VAID.
- b) Written notice to a Proponent that it has been identified as the successful Proponent and the subsequent full execution of a written Contract will constitute a Contract for the goods or services, and no Proponent will acquire any legal or equitable rights or privileges relative to the goods or services until the occurrence of both such events.

- c) The successful Proponent will have to demonstrate to VAID that they are in good standing with Worksafe BC and that the Proponent has sufficient appropriate insurance for this project.

### 2.13 Contract Finalization Delay

If a written Contract cannot be finalized with provisions satisfactory to VAID within thirty days of notification of the successful Proponent, VAID may, at its sole discretion at any time thereafter, terminate discussions with that Proponent and either commence finalization of a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

### 2.14 Debriefing

At the conclusion of the RFP process, all Proponents will be notified. There will be no formal debriefing.

### 2.15 Proponents' Expenses

Proponents are solely responsible for their own expenses in participating in the RFP process, including costs associated with site visits, in preparing a proposal and for subsequent finalizations with VAID, if any. VAID will not be liable to any Proponent for any claims, whether for costs, expenses, damages or losses incurred by the Proponent in preparing its proposal, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

### 2.16 Limitation of Damages

By submitting a proposal, the Proponent agrees that it will not claim damages, for whatever reason, relating to the Contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing its proposal and the Proponent, by submitting a proposal, waives any claim for loss of profits if no Contract is made with the Proponent.

### 2.17 Liability for Errors

While VAID has used considerable efforts to ensure information in the RFP is accurate, the information contained in the RFP is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate by VAID, nor is it necessarily comprehensive or exhaustive. Nothing in the RFP is intended to relieve Proponents from forming their conclusions with respect to the matters addressed in the RFP.

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### 2.18 No Commitment to Award

The RFP should not be construed as an agreement to purchase goods or services. The lowest priced or any proposal will not necessarily be accepted. The RFP does not commit VAID in any way to award a Contract.

### 2.19 No Implied Approvals

Successful Proponents are responsible for securing any and all permits as required by the authority having jurisdiction.

### 2.20 Legal Entities

VAID reserves the right in its sole discretion to:

- a) disqualify a proposal if VAID is not satisfied that the Proponent is clearly identified;
- b) prior to entering into a Contract with a Proponent, request that the Proponent provide confirmation of the Proponent's legal status (or in the case of a sole proprietorship, the Proponent's legal name and identification) and certification in a form satisfactory to VAID that the Proponent has the power and capacity to enter into the Contract;
- c) not to enter into a Contract with a Proponent if the Proponent cannot satisfy VAID that it is the same legal entity that submitted the Proponent's proposal; and

### 2.21 Reservation of Rights

In addition to any other reservation of rights set out in the RFP, VAID reserves the right, in its sole discretion:

- a) to modify the terms of the RFP at any time prior to the Closing Time, including the right to cancel the RFP at any time prior to entering into a Contract with a Proponent;
- b) in accordance with the terms of the RFP, to accept the proposal or proposals that it deems most advantageous to itself;
- c) to waive any non-material irregularity, defect or deficiency in a proposal;
- d) to request clarifications from a Proponent with respect to its proposal, including clarifications as to provisions in its proposal that are conditional or that may be inconsistent with the terms and conditions of the RFP, without any obligation to make such a request to all Proponents, and consider such clarifications in evaluating the proposal;

- e) to reject any proposal due to unsatisfactory references or unsatisfactory past performance under contracts with other parties, or any material error, omission or misrepresentation in the proposal;
- f) at any time, to reject any or all proposals; and
- g) at any time, to terminate the competition without award and obtain the goods and services described in the RFP by other means or do nothing.

### 2.22 Ownership of Proposals

All proposals and other records submitted to VAID in relation to the RFP become the property of VAID and, subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and the RFP will be held in confidence.

### 2.23 Copyright

This document is subject to copyright and may be used, reproduced, modified and distributed to the extent necessary for the Proponent to prepare and submit a proposal.

### 2.24 Collection and Use of Personal Information

Proponents are solely responsible for familiarizing themselves, and ensuring that they comply, with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors.



## 3 SITUATION/OVERVIEW

### Introduction

VAID was awarded a UBCM Strategic Priorities Gas Tax Strategies grant, in part, to replace its water treatment plant, and water storage tank, to move forward with the end goal of delivering potable water that meets provincial regulations.

### Background

Van Anda is a community located on Texada Island, a northern gulf island in the Georgia Strait. In 2017, the population of the community was reported as 282 people, with an expected population increase of approximately a 50-household increase over the next ten years.

The community obtains its drinking water from Priest Lake, with an intake located approximately 100m from the shore at the east end of the Lake through an 8" C900 plastic pipe into a well. A strainer, at the end of the line, prevents large debris from entering the well. Two 10HP submersible pumps (one for back up) feed water from the well to the water treatment system where a 12% sodium hypochlorite solution is dosed by a peristaltic pump into the water before entering the reservoir. The chlorine feed pump and the solution tank are housed in a locked, wood fabricated shed. An in-line turbidity meter, a flowmeter, and a chlorine analyzer are located in the shed. These data are collected by a chart recorder mounted inside the shed and transcribed by the operator. Operations of the chlorine feed pump are interlocked with the start/stop of the intake pump that in turn operates in response to float level switches located in the reservoir and activated by a change in water level. The current reservoir is wood-stave construction and has a capacity of 45,000 imperial gallons. It is elevated 25m above the lake (110m above sea level). Chlorinated water fed into the distribution system is pressurized by gravity. Currently, the site is powered by 3 phase, 110 - 240 v lines. There is an emergency 50kw Genset generator. There is no land line in place or cell phone service available at the water treatment location.

Priest Lake raw water regularly tests positive for *E. coli* and Total Coliforms. At times, especially during the summer, *E. Coli* and Total Coliforms can be found in the distribution system, resulting in Boil Water Advisories. As examples, the results of routine testing of Priest Lake during year 2017 for *E. coli*, Total Coliforms, and Turbidity are shown in Figures 1, 2 and 3, respectively.

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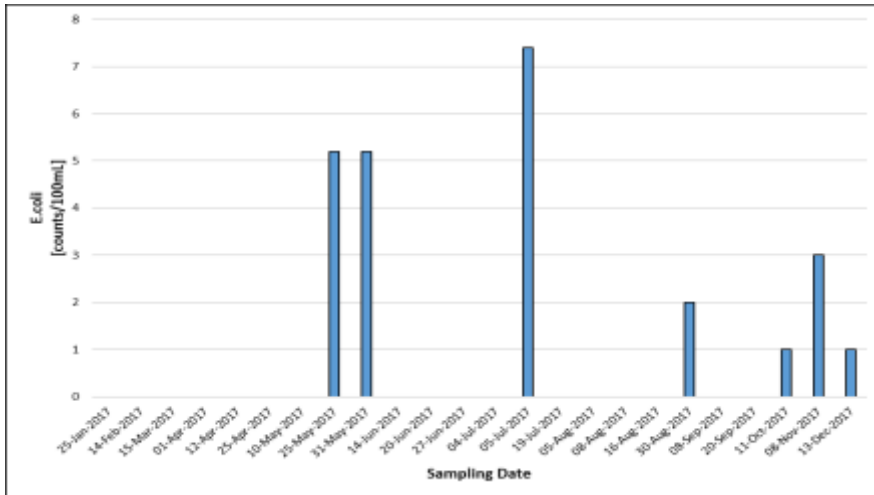


Figure 1 *E. coli* concentration in Priest Lake at different sampling dates in 2017.

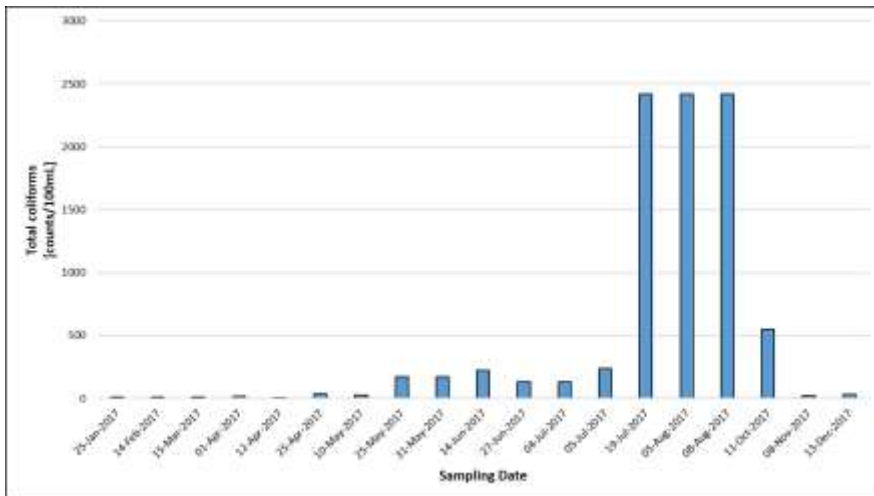


Figure 2 Total Coliform concentrations in Priest Lake at different sampling dates in 2017.

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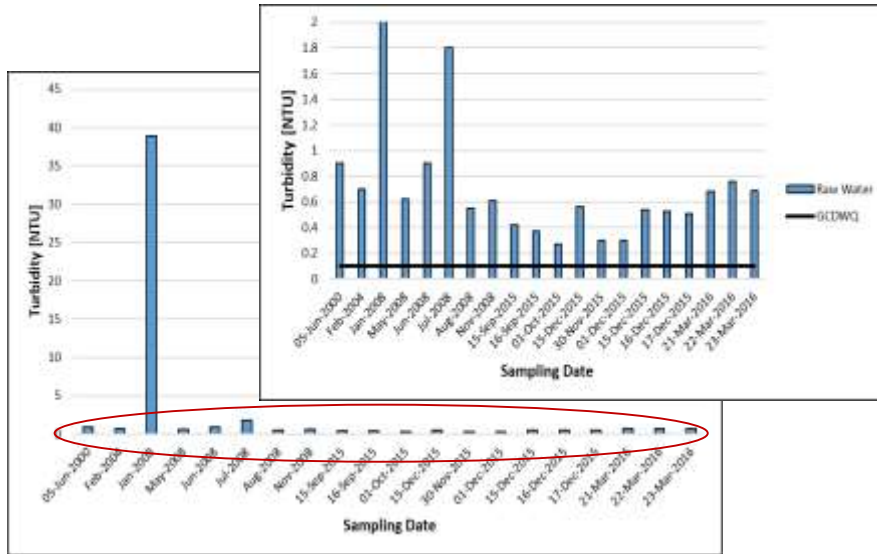


Figure 3 Random Turbidity values at different sampling dates

Since the microbial contamination, and consequent boil water advisories are occurring on a regular basis in the community, the free chlorine level was suspected to be fluctuating in the system given the fact that consistent chlorine concentration is being dosed into the raw water.

To investigate more, past studies focused on possible quality parameters in Priest Lake which could affect the available free chlorine concentration by converting it to total chlorine. Based on available water quality data for Priest Lake, organic carbon was found as one of the problematic parameters. Sample results showed that Total Organic Carbon (TOC) level is significantly higher than recommended value for source water by BC Ministry of Environment (Figure 4), 4mg/L and treated water 2mg/L, respectively. As it is known that TOC's are a precursor to chlorine disinfection by-products (DBPs), further evidence was collected for both total-Trihalomethanes (THMs) and total-Halo acetic Acids (HAAs) concentrations. As it is shown in Figure 5 and 6, THMs and HAAs (both formation potentials for source water and samples taken after the reservoir) are higher than 0.1mg/L and 0.08mg/L (GCDWQ), respectively.

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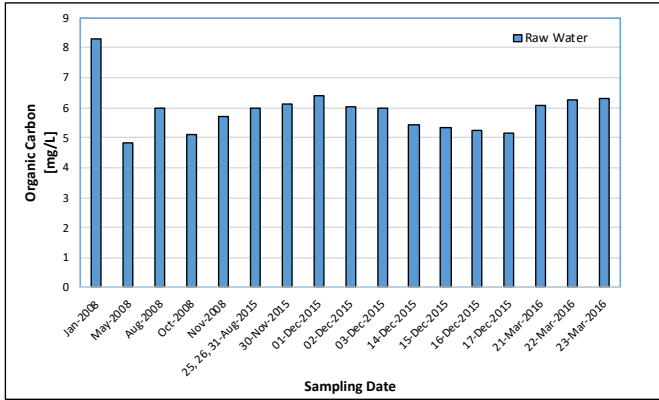


Figure 4 Organic Carbon concentration in Priest Lake at different sampling dates.

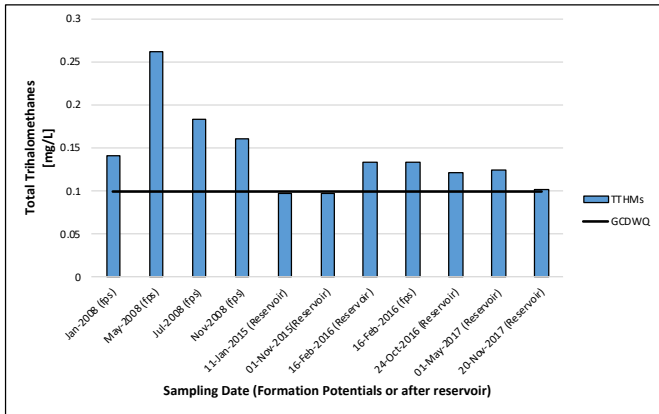


Figure 5 THMs results at different sampling dates.

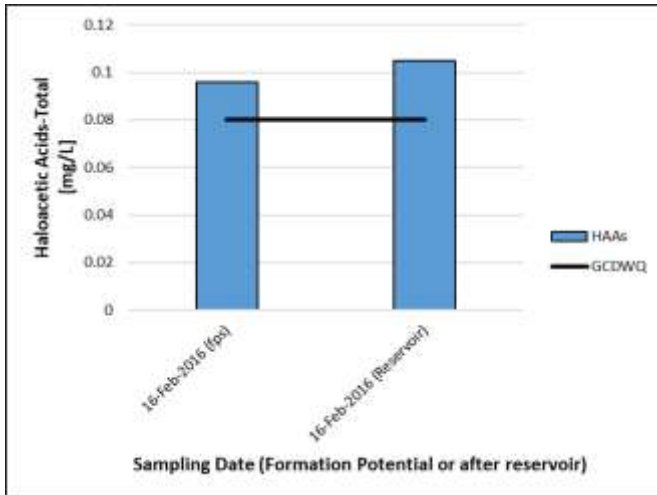


Figure 6 HAA5 results at different sampling dates

Sampling for most of drinking water quality parameters are conducted at variable frequencies throughout the year by the community's water operator. *E. coli* and Fecal Coliform samples are collected almost every two weeks from the Lake and seven points in the community's distribution system and tested in a commercial lab. Heavy metals (Calcium, Magnesium, Potassium, Silicon, Sulfur, Sodium, Titanium, Aluminum, Antimony, Arsenic, Barium, Beryllium, Bismuth, Boron, Cadmium, Chromium, Cobalt, Copper, Iron, Lead, Lithium, Manganese, Molybdenum, Nickel, Selenium, Silver, Strontium, Tellurium, Thallium, Thorium, Tin, Uranium, Vanadium, Zinc and Zirconium), samples are tested for Priest Lake twice per year (April and October). Total THM's are tested four times per year (January, April, July and October).

Heterotrophic Plate Counts, Iron and Sulphate Reducers, Alkalinity, Ammonia, Benzene, Bromate, Chloride, Chlorite, Colour, Conductivity, Ethylbenzene, Fluoride, Hardness, Mercury, Nitrate, Nitrite, Nitrogen-Organic, Phosphorus, Sulphate, Sulphide, Toluene, Total Dissolved Solids, Total Organic Carbon, UV Transmittance and Xylenes (total) are not tested frequently enough to provide meaningful data.

Over the past two decades, the source water (Priest Lake) has been investigated by several engineering companies (see a list of studies below). Most of them indicated that the physical and chemical quality of Priest Lake is relatively stable. However, given the source is surface water, seasonal water quality variability is to be expected. In addition, the water quality variation at different depths of the lake and its effect on water intake were not studied in the past. Brief descriptions about previous studies on Priest Lake are mentioned in the following sections (Each report is available on VAID website; [www.vananda-id.ca](http://www.vananda-id.ca)).

Commented [rs1]: we have THMs analyzed and reported?

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## Reports Available on VAID Website: [www.vananda-id.ca](http://www.vananda-id.ca)

### **EBA Engineering Consultants (2000)**

- EBA Engineering Consultants Ltd. (EBA) were retained by the Ministry of Forests, Sunshine Coast Forest District (MOF) to conduct a Coastal Watershed Assessment Procedure (CWAP) for the Priest Lake watershed.
- The watershed provides domestic water and fire protection to approximately 200 properties in VAID.
- The purpose of the CWAP was to assess the cumulative effects of past forest practices on the watershed and to provide recommendations for further development based on the results of the assessment.

### **Alluvia Environmental Solutions (2004)**

- Alluvia Environmental Services was retained by the Vancouver Coastal Health Authority to undertake drinking water source assessments for a small number of community water supplies in the Vancouver Coastal Health region between April and June 2004.
- The focus of these assessments was to characterize drinking water sources, identify potential hazards, and recommend ways to minimize risk to public health and improve the sustainability of the drinking water supply.

### **McElhanney Consulting Services Report (2008)**

- This report identified assessment, gave background information and supplied direction to improve water quality and to improve the capabilities of the water system to provide fire protection to the full community.
- In addition, this report identified levels of risk to the watershed by wildlife, roads, and septic fields within the watershed, forestry, mining and the natural gas pipeline.

### **GW Solutions (2014)**

- This report reviewed the Van Anda water system from source to tap, addressing the reoccurring challenges that are faced from regular boil water advisories.
- This report is presented in two tables, making recommendations, and then prioritizing them, based on a cost/benefit matrix.

### **Econics Report (2016)**

The objective of this report was to suggest practices that will improve the long-term financial sustainability of VAID's water services through full-cost accounting. This report may be ignored for the purposes of this RFP.

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### **RES'EAU WaterNET VAID Pilot Study Report (2016)**

- This document serves as a comprehensive summary on the development, operation, and results of a water treatment pilot study conducted at Priest Lake, BC, by RES'EAU-WaterNET between fall 2015 and spring 2016.
- The investigation represents a thorough comparative evaluation of several water treatment technologies based upon their performance and practicality for this location.
- The objective of this unique approach was to successfully pilot various treatment processes that will eventually emulate a full-scale treatment facility.
- The purpose of this study was to assess and evaluate water treatment technologies to find a feasible and sustainable solution to treat water from Priest Lake to produce clean and safe drinking water.

### **RES'EAU WaterNET Final Report (2017)**

- Proponents are advised to pay particular attention to this report, as it provides the criteria to the preferred system which will deliver potable water that meets provincial standards to Van Anda.
- Based on the findings from the preliminary RES'EAU WaterNET report, this report identifies three potential solutions to handle turbidity, reduce natural organic matter and inactivate/eliminate pathogens in VAID drinking water. VAID requirement is Option A, with multiple component approach.
- This report was intended to offer recommendations to VAID in planning and prioritizing VAID's direction to improve water quality.

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On March 9, 2018, The Powell River Regional District, since renamed qathet Regional District, announced that a Federal Gas Tax Fund application for upgrades to VAID waterworks system from UBCM had been approved. The award will allow VAID to spend approximately \$750,000 for a new water treatment system and a new water tank.

The upgrade needs to bring the water treatment system to a level that complies with the Drinking Water Protection Act and allows for adequate fire protection services.

### Scope

The submitted proposals are to specify how your group will provide detailed design, construction tender, installation and commissioning for the intake pump, SCADA control, water treatment system, and treated water reservoir, according to the Final RESEAU Report Option A, using multiple smaller treatment units approach, using peak daily flow data (see figure 6.2). The treatment system is to meet the requirements set out by the authorities having jurisdiction, (e.g., Vancouver Coastal Health, Department of Fisheries and Oceans and the Ministry of the Environment). More specifically, it should meet the following requirements:

- Remove Pathogens satisfying the following criteria:
  - 4-log (99.99%) reduction of viruses
  - 3-log (99.9%) reduction of Giardia/Cryptosporidium), and
  - None detected/100 mL for *E. coli* and Total coliforms.
- Reduce turbidity to below 0.1 NTU
- Reduce dissolved organic matter so that the finished water quality meets at all times the Guideline for Canadian Drinking Water Quality with respect to DBPs, including THMs and HAAs.
- Reduce other possible contaminants (based on water quality data) which can affect the quality of the finished water, as well as the available free chlorine residual while maintaining its effectiveness for microbial disinfection in the distribution system.
- Proposed SCADA control system should allow for remote control and reporting of:
  - a) Continuous and remote alarm system for possible failure in intake pumps
  - b) Measure and record turbidity continuously after the reservoir (including assessment of current turbidity meter for this purpose)
  - c) Measure and record flow continuously after the reservoir (including assessment of current flow meter for this purpose)
  - d) Measure and record pH continuously for source water and after the treatment system/reservoir
  - e) Measure and record temperature continuously after the treatment system/reservoir (including assessment of current temperature meter for this purpose)
  - f) Include remote alarm system for possible disinfection unit failure
  - g) Measure chlorine continuously before and after the reservoir with a connection to a data logger/recorder. Provision to adjust chlorine dosing remotely is to be included.
- The water treatment system is to be containerized for ease of transportation.
- The well intake system may require modifications and or upgrading to meet water flow requirements of the new treatment system.
- Investigate the permitting required for the disposal of the ion exchange backwashing brine into the ocean.
- All components are expected to meet or exceed CSA standards. The water system container should be of sufficient quality to last a minimum of 20 years.



## 4 PROPOSED TIMELINE

- The Contract will be signed in October 2018.
- The site preparation for the new water storage tank is our first priority.
- Tank installation is to be before May 2019.
- Any improvements that are required to the water well and/or pumping system and the delivery of the containerized water treatment system are to be installed and ready for commissioning by July 2019.

## Service Requirements

The Proponents responsibilities will include the following:

- Engineering progress reports – monthly summary or by teleconference as required by VAID.
- Photographic records of progress of manufacture of the water treatment system – weekly, or more frequently for significant milestones.
- Tank site preparation – weekly, including photographic records, or more frequently for significant milestones.

## 5 REQUIREMENTS

In order for a proposal to be considered, a Proponent must clearly demonstrate that they meet the mandatory requirements set out in Section 7.1 of the RFP.

This section includes “Response Guidelines” which are intended to assist Proponents in the development of their proposals in respect of the weighted criteria set out in Section 7.2 of the RFP. The Response Guidelines are not intended to be comprehensive. Proponents should use their own judgement in determining what information to provide to demonstrate that the Proponent meets or exceeds VAID’s expectations.

Please address each of the following items in your proposal in the order presented. Proponents may find it helpful to use the individual Response Guidelines as headings for proposal responses.

## 5.1 Capabilities

### 5.1.1 RELEVANT EXPERIENCE

The Proponent and any subcontractors of the Proponent included in its proposal should have a minimum of 5 years recent experience providing services of a similar scope and complexity. Similar scope and complexity is defined as

- a) designing and building water filtration systems up to and including Level 2 as determined by EOCP;
- b) understand the governance of improvement districts, and
- c) prior experience working with improvement districts is a definite asset.

### 5.1.2 REFERENCES

Proponents should provide up to 5 references (i.e. names, affiliations and contact information) of individuals who can verify the quality of work provided specific to the relevant experience of the Proponent and of any subcontractors named in the proposal. References from the Proponent's own organization or from named subcontractors are not acceptable.

VAID may in its sole discretion, but is under no obligation to, check Proponent and subcontractor references without first notifying the Proponent or its subcontractors. VAID reserves the right to seek additional references independent of those supplied by the Proponent, including internal references in relation to the Proponent's and any subcontractor's performance under any past or current contracts with other entities.

Further to VAID's reservation of rights under Section 2.22, if the Proponent is deemed unsuitable by VAID in its sole discretion due to unsatisfactory references, or if the proposal is found to contain material errors, omissions or misrepresentations, the Proponent's proposal may be rejected.

### Response Guidelines for Capabilities

Name a single point of contact person for the Proponent, with relevant contact information with whom VAID can communicate directly regarding this project.

## 5.2 Approach

- Treatment system supplier is to involve VAID Water Operator(s) in the pre-commissioning, testing and site commissioning of the water treatment system, at the water treatment supplier's expense.
- System suppliers are to provide inclusive training to VAID Water Operator(s) as required to operate and maintain the water treatment and storage systems for a sufficient time so that the operator will be proficient in the operation of the system. Also, the suppliers will provide ongoing support for a minimum of 12 months, at the water treatment system supplier's expense.
- Engineering Services to provide on-site commissioning of the new water treatment system including the transfer of all electrical power and connection of back up generator.
- Engineering Services should use local contractors for site works wherever it is feasible to do so (see Appendix C).

### **5.3 Price**

This RFP pricing structure is to be transparent as follows:

1. Provide a firm, all inclusive price from engineering services to completion of the project.
2. Provide transparent pricing for all components of the project (Pricing Matrix guideline attached).
3. Prices quoted will be deemed to be:
  - a) in Canadian dollars;
  - b) inclusive of duty, FOB destination, and delivery charges where applicable; and
  - c) exclusive of any applicable taxes.
4. VAID reserves the right to negotiate major component pricing directly with the suppliers of the containerized water treatment system and the water storage tank.

## **6 PROPOSAL FORMAT**

Proponents should ensure that they fully respond to all requirements in the RFP in order to receive full consideration during evaluation.

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and ensure each proposal receives full consideration. All pages should be consecutively numbered.

- a) Signed cover page (see section 7.1 Mandatory Criteria).
- b) Table of contents including page numbers.
- c) A short (one or two page) summary of the key features of the proposal.
- d) The body of the proposal, including a pricing matrix.
- e) Appropriately tabbed and referenced appendixes, if used.
- f) Identification of Proponent (legal name).
- g) Identification of Proponent contact (if different from the authorized representative) and contact information.

## **7 EVALUATION**

Evaluation of proposals will be by the VAID.

Proposals will be assessed in accordance with the entire requirement of the RFP, including mandatory and weighted criteria.

## 7.1 Mandatory Criteria

Proposals not clearly demonstrating that they meet the following mandatory criteria will be excluded from further consideration during the evaluation process.

<b>Mandatory Criteria</b>
The proposal must be received at the Closing Location before the Closing Time.
The proposal must be in English.
The proposal must be submitted using the submission methods set out on the cover page of the RFP and in accordance with Section 2.3.
The proposal must either include a copy of the cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound, and (3) be submitted by using the e-mail in accordance with the requirements set out in Section 2.2.
Proposal must include a completed VAID pricing matrix.

## Weighted Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the following weighted criteria.

Weighted Criteria	Weight
<u>Relevant Experience</u> (section 5.1) Experience providing services similar to those described in this RFP. Special resources the team offers that are relevant to the successful completion of the project. Prior experience and ability to work with local government, community groups, and other stakeholders, and addressing the various interests in implementing a successful project. Professional background and qualifications of team members and firms comprising the team. References.	25
<u>Approach</u> (Section 5.) Understanding of the nature and extent of the services required. Ability to perform activities in conjunction with VAID. A timeline for the execution of the work. Capacity and flexibility to meet schedules, including any unexpected work.	25
Contract amount (Section 5.3)	50
<b>TOTAL</b>	<b>100</b>

## **Appendix A - Contract**

By submitting a proposal, the Proponent agrees that should its proposal be successful, the Proponent will enter into a Contract with VAID on substantially the same terms and conditions of this RFP, and such other terms and conditions to be finalized to the satisfaction of VAID. The contract is envisioned to take the form the government of BC General Services Agreement (available at <http://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/templates-and-tools/service-contract-templates/general-service-agreement-information>)

**Appendix B – See Attached Excel Pricing Matrix**

## Appendix C – List of Local Contractors

### Delivery Service

#### Texada Transfer

Pick up and delivery service. vans with 26' deck, 2 china tops with 26' deck, flat deck with 22' deck, flat deck with 32' deck and flat deck with 48' deck  
Excavator, back hoe, 12-14 yard dump truck, grader

### Electricians

#### Chuck Childress

Electrician  
604.486-7443

#### Newport Electric

604.485-0045

Industrial and Commercial  
Bonded and Insured

### Fuel

#### Centennial Service

Gasoline, diesel, air, oil, gas cans

### General Construction and Concrete Work

#### Bourne Construction

Amber & Darren Bourne  
604.223.7767

#### Fudge Contracting

Dan Fudge  
604.483.7364

Carpenter residential and commercial, general contractor

### General Construction and Concrete Work cont.

#### Kube Mechanical

Mat Hallam-Eames  
604.716-8890

Heating and Plumbing, certified gas fitter, certified plumber, certified in heating and ventilation, certified in back flow (potable water protection)

#### Rycroft Construction

Gavyne Rycroft  
604.578.8996

### Heavy Equipment

#### Cranby Creek Enterprises Ltd

Dennis Premack  
604.486.7278

420E backhoe with digging, excavation and auger capabilities capable of installing power poles.  
Experience working with ID's and PRRD. Insurance and WCB coverage

#### Davis Ventures

Al Davis  
604.414.9817

Heavy equipment including trucks, excavator, backhoe, front end loader, small crane, compaction equipment, 40 ton capacity trailer, max diameter 17 feet



**Heavy Equipment cont**

Diggrr Backhoe Services

Kelly Hughes  
604.223.1748

Cat 416 4WD backhoe, automotive mechanic with heavy duty experience

JMG Logging Ltd

Rick Jones  
604.483.8308

Excavators, gravel trucks, skidders, grader, 966 front end loader, water truck and other heavy equipment. Worksafe Certified Company

**Rock and Fill Materials**

Imperial Limestone Ltd

Dean Robertson  
604.486.7623

Pit rock from ½ -3; ½ ", ¾ and 3" inch crushed agricultural lime

Lafarge

Tim Knoop  
604.486.7627

**Appendix D – Geotechnical Report Water Storage Tank Site**

This will be available of VAID website [www.vananda-id.ca](http://www.vananda-id.ca).