



## **Addendum #1: Request for Proposals**

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### *Professional Engineering Services*

*For*

### *RDN Water Services Condition Assessments and 10 Year Capital Plan*

*Issue date: July 20, 2018*

*The following information is provided to answer questions raised by Potential Proponents for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponent or any sub-Proponent not being familiar with this addendum. This Addendum #1 contains five (5) pages in total.*

**1) Question:**

Will the Regional District of Nanaimo allow an extension of the RFP closing date?

**Answer:**

The Regional District of Nanaimo will allow an extension of the RFP closing date to:

**2:00 PM Pacific Time on August 2<sup>nd</sup>, 2018**

**2) Question:**

Will the Regional District of Nanaimo consider extending the proposed due date for the final report to March 31<sup>st</sup>, 2019?

**Answer:**

The Regional District of Nanaimo will allow the extension of the due date for the final report to March 31<sup>st</sup>, 2019.

**3) Question:**

In what format is the existing asset data, and can it be exported to excel?

**Answer:**

The RDN will supply the successful proponent with excel format exports of the asset data. An example of this export data for RDN reservoirs is shown below.

ID	Type	Size	Location	Install Yr	Present Value	Replacement Date	Replacement Cost	RDN Dwg Ref	Comments	Street Name	Area	Approved
2043-R43-01	Concrete	10.7mwidth	1090 Plummer Road	1973	42560	2023	152000	San Pareil Reservoir SP-001, 006		Plummer Road	San Pareil	TRUE
2047-R36-01	Steel	6.6mDiam	Beachcomber Reservoir 1955 Claudet Road	1982	81420	2032	177000	Beachcomber Reservoir NA-079 See also NA-062, 073, 081, 082, 083, 116, 120, 130 (193 use first)	reservoir was removed in fall of 2015	Claudet Road	Nanoose	TRUE
2047-R36-02	Concrete	10.7width	Eagle Heights Reservoir 2790 Davenham Road	1974	107820	2024	299500	Eagle Heights Reservoir NA-091 See also NA-062, 116, 117		Davenham Road	Nanoose	TRUE
2047-R36-03	Steel	10m Diam	2075 Radford Place	1982	155740	2032	299500	Dolphin Reservoir NA-065, 067 See also NA-063 to 069, 082, 083, 116		Radford Place	Nanoose	TRUE
2047-R32-01	Concrete	17.25mDiam	Notch Hill Reservoir Site 3220 Fairwinds Drive	1991	209650	2041	299500	Fairwinds Reservoir #1 FW-134, 178 to 182		Fairwinds Drive	Nanoose	TRUE
2047-R32-02	Concrete	17.25mDiam	Notch Hill Reservoir Site 3220 Fairwinds Drive	1998	251580	2048	299500	Fairwinds Reservoir #2 FW-149 to 154		Fairwinds Drive	Nanoose	TRUE
2047-R37-01	Concrete	12.4mDiam	2976 Link Place	1981	149750	2031	299500	Arbutus Park Reservoir AB-001,002, AB-028		Link Place	Nanoose	TRUE
2047-R30-008	Concrete	10.1width	Next to RR tracks, Block 563, near NW Bay Logging Road	1987		2037	250000	Madrona Reservoir (East Half) MA-009, 055		Northwest Bay Road	Nanoose	TRUE
2047-R38-001	Galvanized Steel	10.0mDiam	1225 Sunrise Drive	1980		2030	300000	French Creek Steel Reservoir FC-354 FC467	Reservoir#2. Reservoir roof with 11mm sq. air vent c/w screen. 364m3, 80,000 Imp/gal	Sunrise Drive	French Creek	TRUE
2043-R42-01	Steel	3.110m dia	Pylades Reservoir 3284 Bissel Road	1991		2041	150000	Pylades Reservoir PY-001, 002 or DC-001, 002	UPDATE: Operations supplied more information, see Reservoir Detail	Pylades Drive	Decourcy	TRUE
2047-R46-01	Steel	4.88mDiam	3853 Melrose Road	1995		2045	150000	Melrose Reservoir MR-02	See well details for more information.	Melrose Road	Melrose	TRUE
2047-R45-01	Reinforced Concrete	15.55width	890 Stonefly Close	2003		2053	300000	Englishman River Reservoir (East half) ER-019, 027, 039-042		Stonefly Close	Englishman River	TRUE
2039-R39-080	Concrete	8.2m wide	Whiskey Creek Reservoir- 979 Poplar Way Height of reservoir = 2.6 m (8.6 ft)	1982		2032	150000	Whiskey Creek Reservoir WC-004	Reservoir has 43,000 gallon capacity (195 m3) effective storage. (Construction capacity was 48,000 gal) but effective storage is determined by the setting of the floats that control the pump starting and stopping).	Poplar Way	Whiskey Creek	TRUE
2047-R30-081	Concrete	10.1width	Next to RR tracks, Block 563, near NW Bay Logging Road	1987		2037	250000	Madrona Reservoir (West half) MA-009, 055		Northwest Bay Road	Nanoose	TRUE
2039-R39-103	Intake	6'	Whiskey creek intake					Whiskey creek intake WC-001	repair 18" intake	Hebert Road	Whiskey Creek	TRUE
2045-R45-084	Reinforced Concrete	15.55width	890 Stonefly Close	2003		2053	300000	Englishman River Reservoir (West Half) ER-019, 027, 039-042		Stonefly Close	Englishman River	TRUE
2043-R43-108	Concrete		75000 gal	2014						Plummer Road	San Pareil	TRUE

**4) Question:**

Are there comprehensive asset records available, or will individual assets need to be generated from record drawings?

**Answer:**

Asset records are available for each water system; however, the completeness and accuracy of the data will need to be confirmed as part of the scope. RDN Water Services staff will work with the successful proponent to verify the existing data and fill any gaps that are found.

**5) Question:**

Can you provide an estimate of the total number of assets that will be reviewed as part of this work?

**Answer:**

The RDN has approximately 5000 assets listed within the 8 water service areas to be included in the project scope. However, the majority (about 50%) of these listed assets are small pipe sections and valves that will likely be grouped together into larger groups for the purpose of capital planning.

**6) Question:**

Does the RDN have any concerns regarding the condition of the Nanoose WSA Northwest Bay Road 16" DI transmission main outside of the two noted air valve locations? For example, in the buried portion of the main connecting these valves?

**Answer:**

The RDN has only observed the DI transmission main at the air valve locations, and therefore does not know the condition of the main in the buried portions. Condition assessments should be completed at two air valve locations and recommendations made regarding the condition of the buried portion and any further testing required.

**7) Question:**

Was soil corrosivity testing completed prior to installing this main?

**Answer:**

Yes, soil corrosivity testing was completed prior to installing the DI main. A copy of the report will be provided to the successful proponent.

**8) Question:**

Have any sections of this main been recently replaced/repared and if so are there any removed portions available for testing?

**Answer:**

No, there have not been any sections of the DI main recently replaced or repaired.

**9) Remove and replace Section 6 of the RFP with the following:**

## **6 Proposal Evaluation Criteria**

The Regional District of Nanaimo reserves the right to reject any or all Proposals or to accept the Proposal deemed most favorable in the interest of the District. The lowest priced or any Proposal may not necessarily be accepted.

Requests for Proposals will be evaluated against the following criteria.

### **6.1 Project Team, Experience, and Corporate Commitment**

This component of the evaluation will constitute 20% of the evaluation points. The expectations for this component are:

1. Demonstrate that the firms' organization and proposed team, including sub-consultants and specialists, has the necessary technical and managerial background and experience to carry out the requirements of this project.
2. Include a team organization chart and provide resumes of two pages (maximum) per key individual detailing who will be assigned responsibility for each component of the work. List staff and/or sub-consultants, who will be assigned to each component, and include their related experience. Subsequent substitution of staff and/or sub-consultants shall be submitted in writing for review and approval by the RDN. Acceptance of staff and/or sub-consultant substitutions will be at the sole discretion of the RDN.
3. State the proponent's corporate commitment to completing this Project within the scope, budget and timelines outlined.

## **6.2 Past performance, and references**

This component of the evaluation will constitute 10% of the evaluation points. The expectations for this component are:

1. Prepare a list, in chronological order of three (3) recent and similar projects completed by the proponent including details of which projects were undertaken by members of the proposed project team. Provide the name and telephone number of a contact person from previous projects. For each of the projects provided as references include a brief outline of the project and its relevance to this project. References will be contacted to confirm the proponent's ability to meet budget, schedule, and quality targets.

## **6.3 Project Understanding, Methodology, Task List and Deliverables**

This component of the evaluation will constitute 35% of the evaluation points. The expectations for this component are:

1. Provide a task list summary to clearly show project understanding, the level of effort planned and time commitment for all members of the project team on each part of the project. Clearly identify each team member per task and number of hours. Clearly indicate in the proposal which items or which parts of items will be undertaken by the proponent or by a sub-consultant.
2. Provide a Gantt chart style schedule of the key work activities proposed and identified deliverables to meet the RDN's schedule requirements. Include key activities, deliverables and notifications to proceed in terms of weeks. The schedule should include 10 working days for review of all submissions by the RDN.
3. Demonstrate that the proponent understands the critical issues for a successful project.

## **6.4 Fees**

This component of the evaluation will constitute 35% of the evaluation points. The expectations for this component are:

1. Provide a total fee budget for the provision of all services required to provide the deliverables noted in Section 2 of this RFP. Identify hourly rates that include local travel, detail and include any and all travel expenses expected with the proposed team and task list, and estimated disbursements.

Evaluation criteria for fees will be as per the following formula:

$$\text{Fees score} = \frac{\text{Lowest Price} \times 35 \text{ Points}}{\text{Proposal Price}}$$

2. Prices quoted will be deemed to be:
  - a. in Canadian dollars;
  - b. exclusive of any applicable taxes;
  - c. firm for the entire Contract period.

**-End of Addendum #1-**