nhc
northwest hydraulic consultants

June 8, 2022

ON BEHALF OF:

Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Re: Addendum No. 01, Invitation to Tender 22-051
Sewer Interceptor East of Oar Road, Lantzville, BC Erosion Protection Construction

TO ALL PROSPECTIVE RESPONDANTS:

Invitation to Tender 22-051, Addendum No. 01 is hereby issued and attached hereto.

Respondents are advised that the closing date remains unchanged. Responses will be accepted up to 15:00:00 June 30, 2022, Pacific Time.

Sincerely,

Neville Berard, P.Eng.,
Project Manager
Northwest Hydraulic Consultants

Attachments: 1

Invitation to Tender 22-051, shall be amended as follows (changes/additions highlighted in yellow):

AMENDMENT 1:

INSTRUCTIONS TO TENDERERS – PART I

Mandatory Tenderer's Meeting

4.3 A mandatory Tenderer's site meeting will be held on June 16, 2022, at 13:00 Pacific Daylight Time at the project site starting from the northern terminus of Oar Road, Lantzville BC. RSVPs for the site meeting shall be sent to the following recipients by end of day June 15, 2022, and shall include the name of the attendee and the name of the contractor they represent:

TO: Neville Berard, P.Eng.
nberard@nhcweb.com

CC: Gerald St. Pierre, P.Eng., PMP
gstpierre@rdn.bc.ca

AMENDMENT 2:

FORM OF TENDER

WE AGREE

5.1 that this tender will be irrevocable and open for acceptance by the *Owner* for a period of 60 business days from the day following the *Tender Closing Date and Time*, even if the tender of another tenderer is accepted by the *Owner*. If within this period, the *Owner* delivers a written notice ("*Notice of Award*") by which the *Owner* accepts our tender we will:

5.1.1 within 7 *Business Days* of receipt of the written *Notice of Award* deliver to the *Contract Administrator*:

.1 a Performance Bond and a Labour and Material Payment Bond, each in the amount of 50% of the Total Contract Price, covering the performance of the Work including the *Contractor*'s obligations during the Maintenance Period, issued by a surety licensed to carry on the business of suretyship in the province of British Columbia, and in a form acceptable to the *Owner*;

.2 a Baseline Construction Schedule, as provided by GC 4.6.1;

.3 a "clearance letter" indicating that the tenderer is in WorksafeBC compliance; and

.4 a copy of the insurance policies naming the *Owner* and *Contract Administrator* as additional insureds as specified in GC 24, indicating that all such insurance coverage is in place; and

.5 a copy of the insurance policy for Pollution/Environmental Impairment Liability Insurance in an amount not less than $1,000,000 per accident or occurrence and in the annual aggregate.

.6 a completed copy of RDN's WWS-COM-10.1 Contractor-Supplier Package as required by RDN ISO14001 policy for all wastewater services projects.

WWS-COM-10.1 Contractor-Supplier Package

The purpose of this package is to convey the requirements of Regional District of Nanaimo Wastewater Services' (WWS) Environmental Management System (EMS) to contractors and suppliers. This package is applicable to all wastewater treatment facilities and pump stations.

As a contractor or supplier to WWS, you have a responsibility to comply with all provisions identified in the Contract Documents regarding Environmental Protection. Where Contract Documents do not exist, the service provider will comply with Sections Two, Three and Four.

Please retain a copy for your records.

PACKAGE CONTENTS:

1.0 General Overview: ISO 14001
- 1.1 Environmental Management System (EMS)
- 1.2 Environmental Policy and ISO Clause
- 1.3 Environmental Aspects and Impacts
- 1.4 Environmental Objectives and Targets

2.0 Operating Procedures

3.0 Emergency Preparedness and Response Procedures

4.0 Environmental Specifications
- 4.1 Air Emissions
- 4.2 Cleaning Equipment
- 4.3 Dust Control
- 4.4 Energy Consumption
- 4.5 Hazardous Materials
- 4.6 Noise
- 4.7 Sensitive Areas
- 4.8 Spills
- 4.9 Surface Water Control
- 4.10 Waste Management - Solid Non-Hazardous Waste

5.0 Attachments
- Environmental Policy
- ISO Clause

I, _____ of _____
(please print name) (please print company name)

acknowledge that I have received a Contractor-Supplier Package (ISO 14001 Contractor Supplier Environmental Performance Requirements) containing the materials listed above.

_____ _____
(Date) (Supplier/Contractor Employee's Signature)

_____ _____
(Date) (WWS Project Manager's Signature)

1.0 GENERAL OVERVIEW: ISO 14001

1.1 Environmental Management System (EMS)

- An EMS is the part of an organization's management system, used to develop and implement its environmental policy and manage its environmental aspects.
- It includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources.

1.2 Environmental Policy and ISO Clause

- An Environmental Policy is a statement by the organization of its overall intentions and direction related to its environmental performance. It provides a framework for action and for the setting of environmental objectives and environmental targets.
- It is a driver for implementing and maintaining our EMS and reflects commitment to continual improvement, legal compliance and prevention of pollution
- The Environmental Policy is posted at each of the WWS wastewater treatment facilities and pump stations, and is available on the RDN website: www.rdn.bc.ca
- Uncontrolled copy of the Environmental Policy attached (Section 5.0 of this package)
- Uncontrolled copy of WWS' ISO Clause (Section 5.0 of this package)

1.3 Environmental Aspects and Impacts

- Environmental Aspect: element of an organization's activities, products or services that can interact with the environment.
- Environmental Impacts: any changes to the environment whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.
- Environmental impacts include:
    - Air Pollution and Odour
    - Depletion of Natural Resources (Energy Use)
    - Landfill (Garbage)
    - Noise
    - General Repairs-Construction (Sensitive Areas)
    - Sewage Bypass (Leak/Spill)
    - Treatment Disposal (Hazardous Waste)

1.4 Environmental Objectives and Actions

- Environmental Objective: overall environmental goal consistent with the environmental policy, that an organization sets itself to achieve.
- Environmental Target: a detailed performance requirement that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
- Objective and Targets are set to minimize environmental impacts.
- Any legal requirements that must be met by the organization (i.e. permit requirements) help create the objectives and targets.

2.0 OPERATING PROCEDURES

- All WWS wastewater treatment facilities have Operating Procedure Manuals.
- Procedures applicable to contractors and suppliers will be supplied by the WWS Project Manager at pre-construction meetings or prior to the work commencing.
- Contractors and Suppliers will be required to sign a Procedure Checklist acknowledging that they have received copies of applicable procedures at a pre-construction meeting or prior to commencing work on site.
- The WWS Project Manager will ensure that a site induction is completed prior to work commencing as per the ISO Clause attached. (Section 5.0 of this package)

3.0 EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURES

- All WWS wastewater treatment facilities have Emergency Preparedness and Response Procedure Manuals.
- Procedures applicable to contractors and suppliers will be supplied by the WWS Project Manager at pre-construction meetings or prior to the work commencing.
- Contractors and Suppliers will be required to sign a Procedure Checklist acknowledging that they have received copies of applicable procedures at a pre-construction meeting or prior to commencing work on site.
- The WWS Project Manager will ensure that a site induction is completed prior to work commencing as per the ISO Clause (Section 5.0 of this package).

4.0 ENVIRONMENTAL SPECIFICATIONS

Contractors and suppliers must abide by the following environmental specifications while working on site, as applicable.

4.1 Air Emissions

- Contractors and Suppliers will ensure that excess vehicle idling is minimized.
- Contractors will ensure that their staff are trained in the proper use and handling of all materials and chemicals to ensure air emissions/odours are minimized.
- No open burning of waste materials is permitted.

4.2 Cleaning Equipment

- Do not clean equipment in streams/rivers or lakes.
- Clean construction equipment prior to entering roadways.
- Do not clean equipment in locations where debris can gain access to sewers, watercourses or aquifers.

4.3 Dust Control

- Transport dusty materials in covered haulage vehicles.
- Public roadways shall be kept clean and free of mud.

4.4 Energy Consumption

- Contractors and Suppliers will use energy efficient equipment when undertaking any work on a job site, where practical.
- Contractors and Suppliers staff will turn off lights and equipment when not in use and where practical when on a job site.

4.5 Hazardous Materials

- Hazardous materials brought on site and removed shall be managed in accordance with current MOE Regulations current at the time of work.
- Governing Ministry of Labour Regulations respecting protection of works, remedial handling and disposition of Designated Substances encountered shall be followed.
- Do not empty fuel, lubricants, herbicides, pesticides, fungicides, paint materials, solvents or other chemicals into sewers or watercourses (only legally acceptable disposal methods are acceptable).

4.6 Noise

- Use vehicles and equipment with efficient muffling devices.
- Provide and use devices that will minimize noise levels in construction areas.
- Minimize noise resulting from activities while on-site whenever practical.

4.7 Sensitive Areas

- Inform WWS staff in writing of the particular schedule for each river crossing, channelizing or other work in the designated sensitive areas.
- Avoid encroachment on unique natural areas and establish boundary protection and signage to avoid encroachment.
- Do not disturb habitats of rare or endangered species. Agree and implement mitigative measures with WWS staff.
- Protect wetland sites used as feeding or breeding areas by migratory fowls or as habitats for other animals and establish boundary protection and signage to avoid such encroachment.
- Schedule construction in sensitive areas so that there will be minimal interference with water uses including fish migration or spawning, or disruption of incubation periods for eggs.
- Keep removal of vegetation to a minimum.
- Contain and deposit on land all aquatic plants uprooted or cut prior to or during construction.

4.8 Spills

- If requested, the contractor will provide to the WWS Project Manager for approval an Environmental Plan which addresses spill prevention, and spill response and communication.
- The contractor will be provided with a WWS Spill Response procedure in the event an Environmental Plan is not requested by WWS. If the contractor is provided with a WWS Spill Response procedure, the contractor will be required to follow instructions assigned to 'operator' in the procedure.
- Spill containment must be provided for any equipment containing fuel.
- Be prepared at all times to intercept, clean up and dispose of any spillage that may occur whether on land or water.
- Keep all materials required for clean-up of spills readily accessible on-site (e.g. spill kit)
- The contractor must dispose of all spillage and contaminated material the contractor generates. Contaminated material may not be stored on site.
- Report spills to EMBC at 1-800-663-3456 as per the *BC Spill Reporting Regulation*, which applies for the purposes of the *BC Environmental Management Act*.
- Notify WWS staff immediately if there are any spills and provide the EMBC confirmation number, where one has been provided.
- Results of all spill investigations must be forwarded to the WWS Project Manager and Chief Operator of the facility at which the spill occurred.

- Reporting of releases is also a requirement of federal and other provincial legislation, including the Canadian Environmental Protection Act, and the Transportation of Dangerous Goods Act.

4.9 Sediment and Erosion Control

- The contractor, where ground work is required, will follow the project's sediment and erosion control plans.
- If no sediment and erosion control plan is in place the following procedures should be used :
  - Control all surface water and groundwater including rainfall and run-off. Ensure that erosion is controlled and that flooding of excavations or damage to structures does not occur.
  - Intercept surface drainage as far back from excavations as practical by means of ditches, berms or other interception methods as may be required for effective control.
  - Direct pumped water or run-off to settling ponds or sediment basins prior to discharge to adjacent storm sewers or watercourses as per provincial and federal regulations
  - The contractor is to discharge only to RDN approved discharge point(s).
  - Intercept and divert concentrated run-off from unstable areas under sheet flow conditions, as directed by the Engineer.
  - Do not direct any flow of water across or over pavements, except through approved pipes or properly constructed troughs.
  - Keep gutters and drainage ditches open at all times to provide adequate surface drainage.
  - Maintain all existing storm sewers clean and free of deleterious materials and blockages.
  - Provide splash pads where water is discharged to the watercourse.
  - Dispose of water so as not to be injurious to public health or safety, to property or to any part of work completed of under construction.
- The contractor must follow any other requirements identified in the contract document with WWS.

4.10 Waste Management – Solid Non-Hazardous Waste

- No open burning is permitted.
- All wastes generated by contractors will be cleaned-up and disposed of as per BC Ministry of Environment Regulations.
- Whenever possible Contractors and Suppliers should utilize recycling opportunities for the disposal of waste.

5.0 ATTACHMENTS

REGIONAL DISTRICT OF NANAIMO

RDN Wastewater Services Environmental Policy

The Regional District of Nanaimo's (RDN) Wastewater Services (WWS) Environmental Policy reflects the values and priorities of the RDN's Board Strategic Plan 2019 - 2022, Regional Growth Strategy and Liquid Waste Management Plan.

The RDN's WWS is committed to providing reliable, high quality, and cost-effective wastewater services to the people and communities we serve. We strive to optimize our treatment and re-use processes and employ proven pollution prevention strategies at our facilities to protect and enhance the natural environment for future generations. In fulfillment of this commitment, it is the WWS policy:

- To do our utmost to comply with the letter and spirit of relevant environmental laws and regulations. There shall be thorough and accurate measurement and reporting of our environmental compliance.
- To prevent pollution. This includes improving the quality of treated wastewater and avoiding or reducing environmental pollution produced directly from WWS operations, or indirectly by the consumption of power, fuel, chemicals, and other resources.
- To identify and monitor environmental impacts and set measurable objectives and targets to reduce those impacts on the environment.
- To foster openness and dialogue with employees, First Nations and the public, including community engagement and public outreach, and respond to their concerns about potential hazards and impacts of our operations.
- To continually improve our performance relevant to this environmental policy.

This policy will be communicated regularly to all WWS staff and will be made available to regulatory agencies, the public, or other interested parties upon request.

Randy Alexander

General Manager, Regional and Community Utilities
Date: 20 November 2019

Document #: PM-03.2
Revision #: 11

ISO CLAUSE

Whereas the Regional District of Nanaimo's Wastewater Services (WWS) is operating to the ISO 14001:2015 standard, it is a condition of this contract that the Contractor comply with the WWS' Environmental Management System (EMS).

As per PM-08.0 Element 7.2 Competence and Element 7.3 Awareness, paragraph 5.11 of the WWS' EMS Policy and Procedure Manual:

1. Any contracted personnel whose activities can create a significant impact (as defined by the WWS' EMS) on the environment are required to undergo training. Such training will require one session of approximately one half hour.

2. While the Regional District of Nanaimo (the RDN) will provide the initial training to a representative Contractor, it is the responsibility of the Contractor to train the Contractor's own personnel, as well as any personnel of the Contractor's Subcontractor who will be working on a site of WWS.

3. The Contractor hereby warrants that it will provide any ISO 14001 related training which the RDN deems necessary to the Contractor's own personnel and any personnel of the Contractor's Subcontractor and will forward records thereof to the RDN at no additional charge to the RDN.