REQUEST FOR PROPOSALS No. 25-036

Nanoose Bay Final Effluent Chamber Piping Replacement Project
Prime Contractor Services

ISSUED: July 11, 2025

CLOSING DATE AND TIME:
Submissions must be received on or before:
3:00 PM (15:00 hrs) Local Time on July 31, 2025

Submissions and Questions are to be directed to:

Ian Benoit, P.Eng
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
250-268-3431
ibenoit@rdn.bc.ca

Non-Mandatory Proponent's Information Meeting:

An information meeting, to view job site conditions, is scheduled for **2:00 pm July 21st, 2025** at the Nanoose Bay Pollution Control Centre, located at 3260 Schooner Cove Dr, Nanoose Bay, BC. Attendees will be toured through the site by Ian Benoit. Attendees are requested to RSVP to Ian Benoit a minimum of 3 days in advance of the meeting. All attendees must wear steel toed footwear and high visibility vest/clothing

Questions are requested at least five (5) business days before the closing date

1. INSTRUCTIONS TO PROPONENTS

The Regional District of Nanaimo (RDN) invites qualified firms to submit a proposal package to provide prime contractor services for the Nanoose Bay Pollution Control Centre (NBPCC) Final Effluent Chamber Piping Replacement project. The general scope of the project is the replacement of corroded piping in the final effluent chamber. Bypass pumping will be required during the work to divert flows.

1.1. Closing Date / Time / Submission Method

Submissions must be received on or before 3:00 PM (15:00 hrs), Local Time, on July 31, 2025.

1.2. Submission Method:

By Email: In PDF format with "**RFP No. 25-036 NBPCC Final Effluent Chamber Prime Contractor**" as the subject line at this electronic address: ibenoit@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The Regional District of Nanaimo (RDN) will not be liable for any technological delays of submissions.
Submissions received in any other manner will not be accepted.

1.3. Amendment to Proposals

Proposals may be amended in writing and sent via email to the RDN contact person identified on the cover page on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

1.4. Addenda

If the RDN determines that an amendment is required to this RFP, the RDN will post the Addendum on the RDN (www.rdn.bc.ca/current-bid-opportunities) and BC Bid (www.bcbid.gov.bc.ca) websites. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to submitting their final Proposal submission.

1.5. Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

1.6. Unsuccessful Vendors

The RDN will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

2. REFERENCE / BACKGROUND INFORMATION

The following reference documents are included in the appendices for additional facility and project background.

- Appendix A – Firm Price Quotation Sheets
- Appendix B – Bypass Pumping Plan
- Appendix C – Confined Space Documentation (Reference Only)
- Appendix D – Anticipated hydrovac and isolation requirements
- Appendix E – Koers 95% drawings
- Appendix G – Sample Form of Contract
- Appendix H – RDN Wastewater services environmental management system contract supplier package

- Appendix I – Existing Site Reference Drawings

3. INTRODUCTION

At the Nanoose Bay Pollution Control Center (NBPCC), there is severe piping corrosion observed in the final effluent chamber. This is a critical piece of the process and will require replacement.

The purpose of this Request for Proposal is to solicit submissions from qualified contractors to perform the piping replacement in the final effluent chamber. The contractor shall take on prime contractor responsibilities for the project.

RDN has engaged a consultant to prepare 95% drawings for the replacement piping, which will relocate the valves outside of the final effluent chamber. The new piping is a mix of 6" and 10" SCH 40 316L (above ground) and DR18 PVC (below ground). See Appendix E for more information.

RDN has engaged a contractor to create a bypass pumping plan, which details pump specification, flowrates, isolation locations and anticipated controls. The construction and operation of the bypass pumping shall be the responsibility of the respondent or their subcontractor. The respondent will have the opportunity to review the plan and provide feedback. This plan can be seen in Appendix B. The contractor is not required to use the same contractor that created the plan to construct and operate the bypass pumping, but this option is acceptable.

The NBPCC is located at 3260 Schooner Cove Dr, Nanoose Bay, BC.

4. BACKGROUND

4.1. Nanoose Bay Pollution Control Centre (NBPCC)

The Nanoose Bay Pollution Control Centre (NBPCC) serves a population of approximately 1,500 people and businesses in Nanoose Bay, British Columbia. The facility was constructed in 1988 and provides screening and chemically enhanced primary wastewater treatment.

4.2. General Process Description

The following is a list of the relevant project assets, generally in order of the process:

- Raw sewage screening of influent, via screw augur;
- Aerated grit settling chamber;
- Primary settling, via Primary Sedimentation Tank No. 2
    - Note: Primary Sedimentation Tank No. 1 is not in service.
- Effluent is discharged via V-Notch weirs in the Primary Sedimentation Tank No. 2, into the final effluent chamber
- **Effluent is pumped in the final effluent chamber to the outfall.**

There are no additional lift stations from the final effluent chamber to the outfall.

4.3. Bypass Pumping Plan

A bypass pumping plan has been generated by United Rentals, and can be seen in Appendix B. It shall be the responsibility of the Prime Contractor (respondent) to execute the plan. In general terms, the plan involves the following. See Appendix B for more detailed information:

- Exposing of underground piping adjacent to Final Effluent chamber;
- Laying out and preparing to tie-in the bypass pumps and respective hose;
- Redirecting effluent flow Sed Tank 2 to Sed Tank 1 for the purposes of:
    - Isolating the Final Effluent Chamber
    - Bypass pumping tie-in
    - Act as storage while discharge to outfall is down
- Performing bypass tie-in;
- Performing piping replacement work;
- Service test 3x final effluent pumps (re-use existing pumps);
- Demob

Once the winning respondent has had the opportunity to review and provide comments on the bypass pumping plan, it shall be sealed (P.Eng) by United Rentals.

5. SCOPE OF SERVICES AND DELIVERABLES

In general, the Scope of Work includes undertaking Prime Contractor responsibilities for the project, including all work required to perform bypass pumping and piping replacement.

5.1. General and Safety Scope:

1. Undertake the responsibilities of Prime Contractor for the project;
2. Creation and adherence to required WorkSafe BC documentation, including but not limited to Confined Space Entry Plan, Confined Space Hazard Assessment, etc. See Appendix C for procedures for the respondent's reference. It is anticipated to only require entry into the Final Effluent Chamber. If the respondent requires entry to Sed Tank 2, procedures will require to be generated as well.
3. Provision of contract requirements as per the sample contract (Appendix G), including but not limited to:
    a. Insurance
    b. Bonding
    c. EMS Acknowledgement

5.2. Project Preparation

1. Hydrovac to expose Final Effluent Chamber adjacent buried piping. Anticipated areas are outlined in Appendix D. This is required to:
    a. Locate the inlet and outlet piping adjacent to the final effluent chamber, for isolation purposes. Expected depth of hydrovac is less than 2 meters (6.5 feet), respondent to confirm.
    b. Confirm field fit dimensions on the provided 95% drawings seen in Appendix E. Provide redlines as required for fabrication purposes;
    c. Confirm isolation methods (location, specification)
2. Provision of fencing or shoring as required around the excavated areas;

5.3. Bypass Pumping Services

1. Review provided bypass pumping plan and provide comments as required.
    a. Fixed price quotation shall reflect the provided bypass plan and any other issued addendums.
2. Construct and operate the bypass pumping in accordance with the bypass pumping plan.
3. All engineering, labour, materials, equipment and temporary works necessary to isolate the final effluent chamber. It is the intention to disconnect and/or blind as required these connections to meet WSBC 9.18 isolation requirements, and not require a 9.22 application.
4. Field verify dimensions and other attributes of isolation points.
5. Field verify length of bypass piping as required.
6. Electronic monitoring of the bypass 24-hours, seven (7) days a week by at least one qualified and experienced operator. As per the bypass pumping plan in Appendix B, it is anticipated to have a High-High float switch which will callout to the respondents monitoring system.
7. To set-up the tie-in for bypass pumping, it is anticipated that there will be a period where the plant will not have means to discharge effluent. Provide the services of a septic pumping truck or other measures to provide redundant pumping while disconnecting and reconnecting the piping for bypass purposes;

5.4. Piping and Mechanical Scope

The general scope of work is as follows. See Koers drawings in Appendix E for more information:

1. Confined space entry and respective procedures shall be generated by the respondent. See Appendix C for sample procedures. Cleaning beyond initial hose cleaning shall be performed by the respondent.
2. Perform isolation (materials, labour, equipment, etc.) via disconnect or blinds in accordance with the bypass pumping plan. As per Section 5.3, the intent is to disconnect and/or blind as to not require a 9.22 application.
    a. (1) DN 250 – Disconnect and isolate effluent outlet into septic tanks
    b. (1) DN 250 – Disconnect and isolate effluent outlet to outfall
    c. (1) DN 300 – Disconnect and isolate overflow to underground
    d. (1) DN 150 – Disconnect and isolate connection to obsolete septic tank/sump
3. Coring of 3 holes in the top of the Final Effluent Chamber to accommodate new piping design. Cores to be grouted after piping installation.
4. Demolition and replacement of the following items in the Final Effluent Chamber. See Koers drawings in Appendix E for more information:
    a. Discharge piping and valves associated with the 3x Final Effluent Chamber Pumps. Note, the replacement piping is a different layout, bringing the valves above ground for operator access. Piping design provided by others. Fabrication, installation, examination and testing by the respondent. Service test and visual examination.
    b. Pump bases and guide bars. Replace pump bases with three (3) - 6x6 discharge assemblies, see part number in Appendix F. Allowance for repair of concrete floor for new pump bases as required. All materials and installation by the contractor.
    c. Pipe supports as specified in the Koers drawings.
5. After the work is completed, reconnect, blind or fill obsolete Final Effluent Chamber piping connections with concrete as required. These requirements will be confirmed after exposing adjacent piping to the Final Effluent Chamber.
6. Provide redline drawings.

5.5. Notable Scope Exclusions

1. The 3x Final Effluent Chamber pumps are provided by the RDN and do not require replacement, they will be provided for fitup purposes.
2. Bypass plan provided by others.
3. Piping Design is provided by others.
4. The initial emptying of the outfall line and tank shall be performed by the RDN prior to the start of work by the respondent. Although, cleaning beyond hose spraying of walls shall be performed by the respondent.

6. SCHEDULE

Due to the approaching wet season, the following is an anticipated schedule:

- July 11th, 2025 – RFP issued
- July 21st, 2025 – Site information meeting at NBPCC, 2pm
- July 31st, 2025 – RFP submissions due
- August 4th, 2025 – RDN Notice of intent to award (requesting contract signature, EMS acknowledgement, etc.)
- August 11th, 2025 – Contract documents, bonding, insurance docs received by RDN.
- August 18th, 2025 – Executed contract, issued PO
- August 18th – Sept 8th, 2025 – Contractor preparation (Safety procedures, workplans, revision of bypass plan, review/comments on piping drawings, procurement of piping/valves/pump bases/guides etc.)
- Sept 8th, 2025– Handover of Final Effluent chamber to respondent, beginning of project;
- Sept 26th, 2025– Handover of Final Effluent chamber back to RDN.

7. PROPOSAL SUBMISSION AND EVALUATION

7.1. Submission

The RDN requests submissions, from qualified contractors, of a detailed proposal demonstrating that their solution meets the criteria provided above and further detailed in the appendices. To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks Proponents to provide the following information.

Please include with your proposal:

1. Description of the Scope of Work as understood by the proponent;
2. A sample milestone schedule, based on an August 18th, 2025 start date.
3. Overall workplan description, with a focus of how bypass pumping will be incorporated into the work (tie-in, isolation, etc.)
4. Provide examples and/or descriptions of similar project executed by the respondent. Limited to 5 pages. Including:
    a. Project name and location.
    b. Name and contact information for the owner's representative or engineer of record.
    c. Type of fluid transported through pipe.
5. Provide examples of experience as prime contractor.
6. Identify all key project contributors (Contractor's team, sub-contractors etc.).
7. Itemized, firm price quotations, in Canadian Dollars, for all of scope of work outlined in this RFP, broken down as indicated in the firm price quotation templates provided in Appendix A.

7.2. Evaluation

Proposals will be evaluated on a 50 pts financial, 50 pts technical basis. The technical evaluation will consider items 1-5 described in Section 7.1. and will be evaluated on a consensus basis by assigning one overall score out of 50. Points will not be assigned to the individual criteria.

Proposals submitted should be in enough detail to allow the RDN to determine the Proponent's qualifications and capabilities from the documents received. The selection committee, formed at the RDN's sole discretion, will score the Proposals in accordance with the criteria provided.

The lowest priced submission shall receive 50 pts. Other submissions will receive factored reduced scores,

ie: (lowest priced submission)/(selected submission)*50

The RDN may evaluate proposals on a comparative basis by comparing one Proponent's proposal to another Proponent's proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes the proposal is materially incomplete, irregular or if it contains any financial or commercial terms that are unacceptable to the RDN.

The selection committee may proceed with an award recommendation or the RDN may proceed to negotiate with the highest evaluated Proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

8. PROPOSED PURCHASE CONTRACT

The RDN's preferred form of Contract is attached herein. Proponents should carefully review this form of Contract. Should any vendors request that RDN consider revisions to the form of Contract, Proponents should include any clauses of concern in their proposal submission and suggest replacement language. This can be seen in Appendix G.

9. GENERAL CONDITIONS

9.1. No Contract

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind, including any "Contract A" obligations, is formed until a fully executed contract is in place.

9.2. Privilege Clause

The lowest or any proposal may not necessarily be accepted.

9.3. Acceptance and Rejection of Submissions

This RFP does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this RFP, up until award, for any reason whatsoever

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

9.4. Conflict of Interest

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

9.5. Solicitation of Board Members and RDN Staff

Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

9.6. Litigation Clause

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

- any other contract for works or services; or
- any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

9.7. Exclusion of Liability

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

9.8. Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the RDN in response to this RFP become the property of the RDN.

9.9. Freedom of Information

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.

Appendix A

Fixed Price Quotation Sheets

25-036 – Firm Price Quotation

NBPCC Final Effluent Chamber Piping Replacement

Contractor Name: _____

Date: _____

Base Scope Category	**Cost ($CDN)**	**Days**
Off-site job preparation (Safety submittals, procurement coordination, etc.)		N/A
Bypass Pumping		
Mechanical and Piping Scope		N/A
Total Firm Price, not including taxes ($)		N/A
5% GST ($)		N/A
Grand Total Base Scope Firm Price ($)		N/A

Having examined the RFP documents including any addenda and complied with Instructions to Proponents, we hereby offer to perform the Work set forth in the RFP documents for the above total firm price. Prices include the Contractor's labour, material, equipment, material costs, transportation costs, tariffs, overhead and profit and shall represent the cost to the Owner of such charges excluding taxes which shall be shown separately.

Authorized Signature Name (Print):	
Authorized Signature:	

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Appendix B
Bypass Pumping Plan

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Appendix C
Confined Space Documentation (Reference Only)

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Appendix D
Anticipated hydrovac and isolation requirements

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Appendix E
Koers 95% Piping Drawings

Appendix F
Replacement pump base part No.

Appendix G
Sample Form of Contract

Appendix H
RDN Wastewater Services Environmental Management System Contractor Supplier Package

Appendix I
Site Layout Drawings