



File No. 1790-20
5225-08

June 8, 2016

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE
GRANT ROAD WEST SHOULDER WIDENING
INVITATION TO QUOTE FOR CONSTRUCTION**

The District of Sooke (the "District") is requesting a quote (the "Quotation") for construction for the Grant Road West Shoulder Widening project. The Quotation is to outline the total cost of the project, including line items for any disbursements and taxes, as well as a schedule of availability to complete the work.

There will be no pre-bid meeting for this project. Any questions are to be directed to Brian Derrick by email at bderrick@sooke.ca or by phone at (250) 642-1634. Individual site visits can be arranged if extra clarification regarding the RFQ documents is required.

It is expected that any person that submits a Quotation (the "Contractor") will be satisfied with the extent of work required and that minor modifications will not add additional costs to the District. By delivering a Quotation, the Contractor irrevocably agrees that the Contractor has received, read, examined the site, and fully understood the scope of work and all terms of reference in this Request.

The description of the Project Specifications sets out the minimum requirements of the District. A person that submits a Quotation should prepare a quotation that meets the minimum requirements, and may, in addition, also include goods, services, or terms that exceed the minimum requirements. Contractors are invited to submit innovative solutions, and the District encourages suggestions to improve the project.

Project Specifications

The Contractor is required, as part of his obligation under the Quotation, to perform the various services and activities shown in the attached figures, and listed in the Project Specifications hereunder:

1) Description of Work

The work involves the application of asphalt within the municipal road Right of Way (ROW) along Grant Road West, from Maple Avenue South to Otter Point Road. The works will take place on the south shoulder of the road, and span a length of approximately 1160m. There will be no detailed design drawings, and it is the responsibility of the successful bidder to field fit, within the minimum specifications listed in the scope of work.



2) Scope of Work

- a) Supply and install signage as required and alert residents prior to construction to ensure no vehicles are parked in the project area. The District must also be informed as to the start date of construction at least 3 business days in advance;
- b) Prepare the existing asphalt roadway for paving. This includes saw-cutting the longitudinal edge of pavement on the south side of the road to ensure a clean straight joint, standard 50mm in from the existing edge of pavement. Jogs to cut out existing sections of cracked asphalt between the fog line and the edge of pavement are expected to be completed as part of this process. Reference pictures showing examples of cracked sections to be cut away are available upon request. This also includes saw-cutting the edges of any cracked asphalt driveway aprons that the new pavement surface will tie into;
- c) Prepare the existing gravel surface for paving. This will include removing excess aggregate, as well as supplying and installing new aggregate, in order to ensure the new 50mm deep asphalt layer matches existing grades of the roadway, and driveway aprons. This also includes any clearing and grubbing required in areas where there is vegetation on the road shoulder in the area to be paved;
- d) Supply and install a 50mm deep, 1.5m wide strip of hot-mix asphalt pavement along the south edge of Grant Road West, between Maple Avenue South to Otter Point Road;
- e) Remove and dispose of any organics as required for preparation;
- f) Remove and dispose of all excess construction material, waste material, unused fill or other debris left over from excavation or construction, and upon completion of work return the municipal ROW and surrounding area to pre-construction conditions or better;
- g) Provide all flagging, signage and traffic management as required.
- h) Provide 2 asphalt bulk samples taken throughout the course of paving to the District for quality assurance testing. Each bulk sample shall be a 6kg sample taken from the paver, placed in a sturdy paper bag, and marked with the date and time at which it was taken, as well as the address of an adjacent property (as there will be no formal stationing for this project).

3) General Conditions

- a) All work shall conform to the Master Municipal Construction Documents (MMCD) Platinum Edition Volume II, and District of Sooke Bylaw No. 404, Subdivision and Development Standards. All references to "MMCD" in this document refer to the MMCD Platinum Edition Volume II, published in 2009;
- b) All work involving the preparation, supply, and install of aggregates is to conform to MMCD Section 32 11 23 – Granular Base;
- c) All cold joint surfaces are to be prepared and receive an application of tack coat in accordance with MMCD Section 32 12 13.1 – Asphalt Tack Coat, and MMCD Section 32 12 16 – Hot Mix Asphalt Concrete Paving;



- d) The new asphalt surface is to be flush with the existing road surface (+/- 5mm) as specified in MMCD Section 32 12 16, and is to match the existing cross fall grade. The new asphalt surface is to tie in smoothly to driveway aprons and intersecting roadways, tapering down if required. On such transverse joints where asphalt must be tapered to match a lower existing surface, it is expected that the corresponding granular base will be similarly tapered to ensure the new pavement layer retains its specified minimum 50mm thickness;
- e) Measurements for the 1.5m additional paved width are to be based off of the existing edge of pavement, ignoring jogs and slight irregularities, as shown in the attached sketch. Wherever possible, the outside edge of pavement is to be a straight line between transverse joints (such as driveway aprons, intersections), following a string line or other suitable guide;
- f) All work involving the supply and install of hot-mix asphalt paving will be in accordance with MMCD Section 32 12 16, and the mix design will follow the specifications for "Lower Course #2 / Upper Course #1" detailed within the aforementioned section;
- g) The Contractor has the option of paving to a maximum thickness of 100mm per lift if they deem it more favourable than using aggregate to build the base up in specific areas in order to match existing grades;
- h) The pavement widening works are to be constructed in such a way that they do not alter existing drainage patterns;
- i) The existing road base is considered, by the District for the purposes of this project, to be sufficiently compacted for paving, however the Contractor is expected, concurrent to Best Management Practices, to address any holes, soft spots, or other localized deficiencies found in the existing base that could have a negative effect on the new asphalt surface. It is expected that these minor repairs and/or prep work will not incur costs additional to the contract price;
- j) The Contractor shall be solely responsible for construction means, methods, techniques, sequences, and procedures for coordinating the various parts of the work in the Scope of Work;

4) Special Considerations

- a) It is understood that in some sections of the project area between Haywood Road and 6765 Grant Road, there is inadequate ROW to extend the paved surface an extra 1.5m wide without significant fill and/or alterations to the ditch. In these areas the Contractor is expected to make the most out of the available width as directed by the District. The Contractor is expected to backfill any width lost as a result of clearing and grubbing vegetation and topsoil, however they are not expected to extend the available width by filling and/or altering the ditch.

5) Reference Material

Attached to this document is a series of .pdf drawings and maps. These are provided solely as a reference aid for designing and estimating, and the District is not responsible for any discrepancies between measurements/locations in the supplied drawings and the



real world. It is the responsibility of the Contractor to verify any and all measurements as they require. All textbox notes in the drawings are to be considered as concurrent with the Project Specifications.

Prior to construction, the Contractor is to provide written confirmation to the District that they will assume responsibilities as outlined in the Workers Compensation Act for the duration of this project.

The District may, in its sole discretion, disqualify any or all Quotations, cancel this Request for Quotes, reject any or all Quotations, and to re-bid the same or similar Work at any time. The District reserves the right to reject any or all Quotations. The lowest Quotation will not necessarily be accepted. The District reserves the right to waive informalities and accept the Quotation deemed most favorable to the District of Sooke at their sole discretion.

Proof of insurance in the amount of five million dollars (\$5,000,000) with the District of Sooke named as an additional insured will be required in accordance with the District of Sooke's Risk Management – Contract Services Policy. It is also expected that the Contractor be a member in good standing with Worksafe BC and have a business license with the District.

Contractors are to notify property owners 48 hours in advance of entering their property as required. The Contractor will be responsible for any damages or encroachment onto private property and will save the District, and all contractors, harmless from any claims as a result of their work.

Any Quotation provided by the Contractor shall remain open for 30 days.

Please provide your quote and estimated schedule for the work (including earliest start date), to the attention of the undersigned electronically at info@sooke.ca, or in person at 2205 Otter Point Road by 2:00pm on Thursday, June 23, 2016.

Regards,

Brian Derrick
Engineering Technologist

encl. Risk Management-Contract Services Policy, Site Extents Sketch, Cut Lines Sketch.

cc. Rob Howat (Director of Development Services)



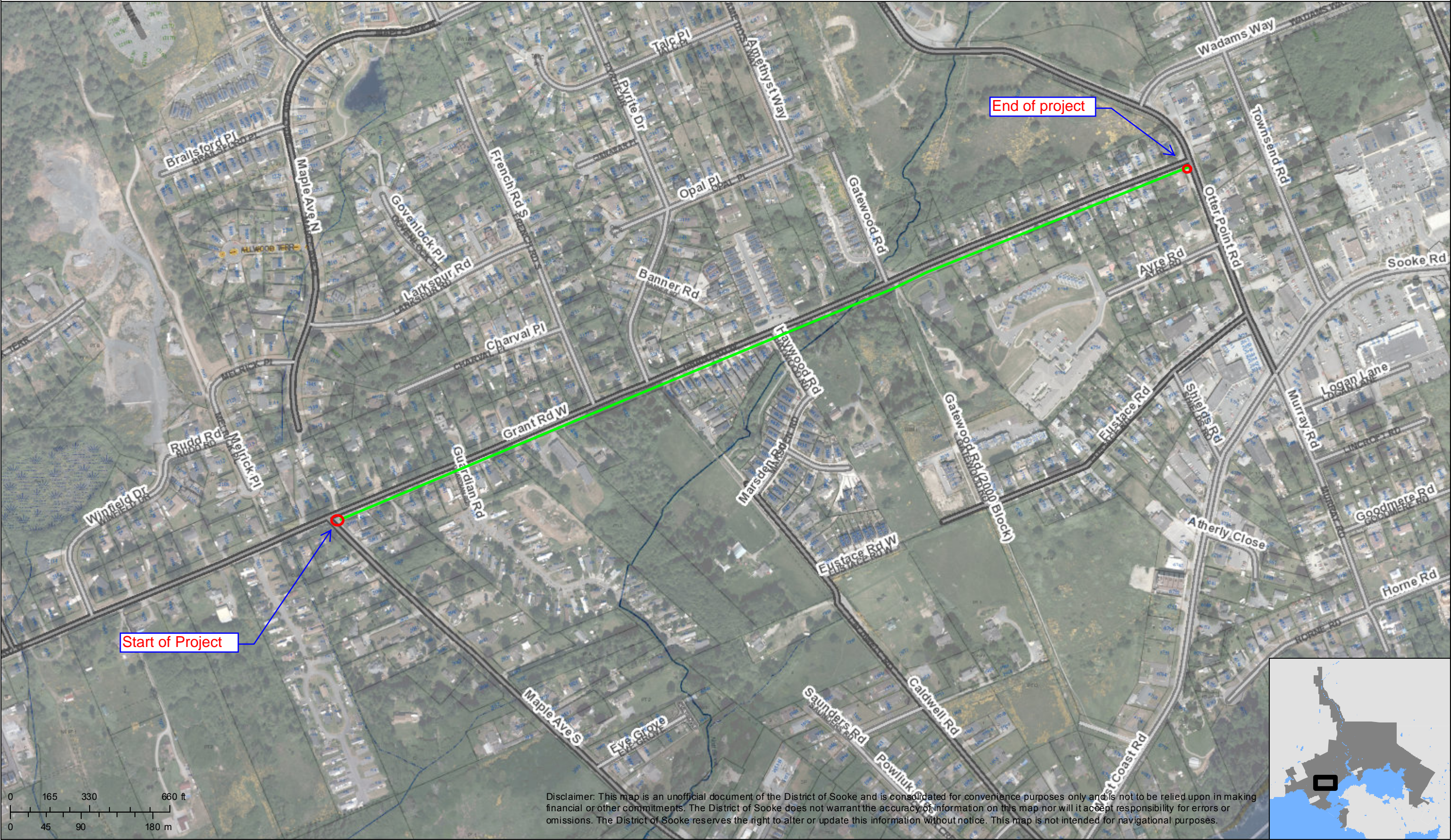
Policy 5.4
File No. 2510-00
October 25, 2004
Amended March 25, 2013

Risk Management-Contract Services Policy

1. Any person or organization that contracts with the District of Sooke to provide services to or on behalf of the District must provide proof to the District that the following ***minimum*** requirements have been met:
 - a) proof of liability insurance coverage with a minimum value of \$5,000,000;
 - b) certificate indicating that the individual or organization has an active WCB account that covers any and all persons who will be providing contracted services to or for the District of Sooke; and
 - c) proof of applicable credentials.
2. Copies of the above documentation must be received prior to the commencement of services.
3. The document submitted for insurance coverage must indicate the type of coverage and expiry date.
4. Preference is for the District of Sooke to be named as an additional insured in the liability insurance document.

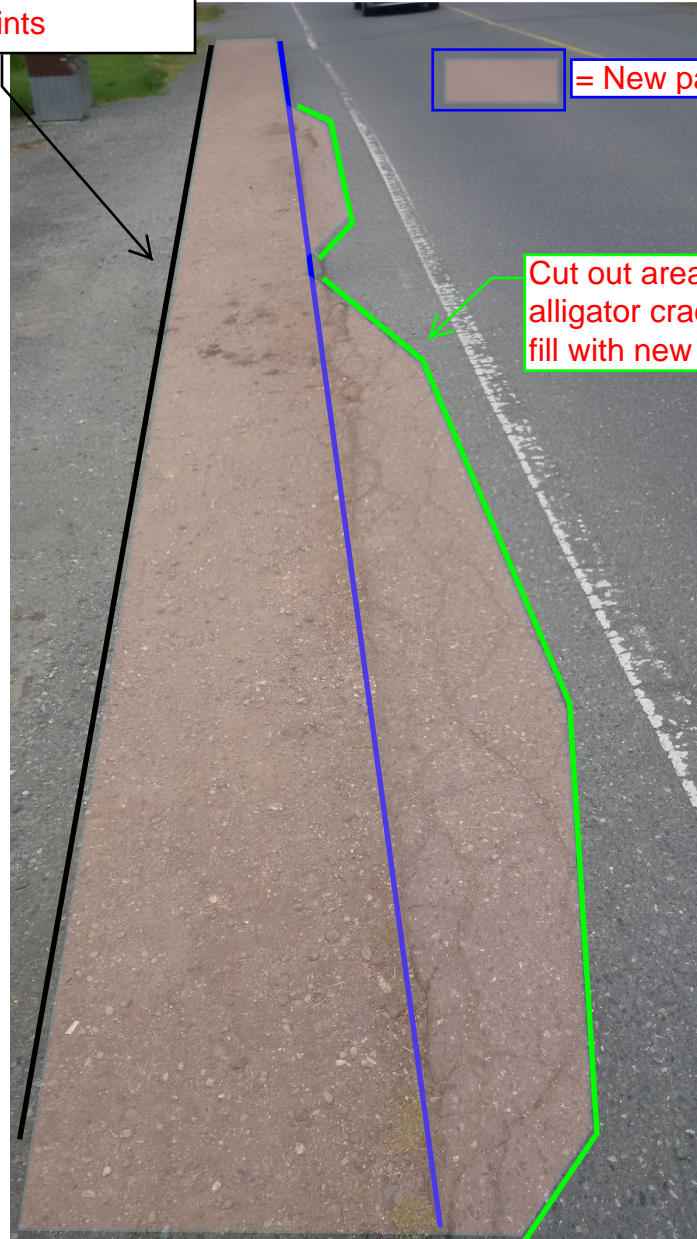
Note: An individual contracted to provide coverage for the following positions is not covered by the District's errors and omissions policy:

Chief Administrative Officer
Corporate Officer
Director of Finance
Municipal Engineer
Municipal Planner
Building Official





Outside edge of pavement
to be straight line between
transverse joints



= New pavement

Cut out areas of
alligator cracking and
fill with new pavement

Measure 1.5m off
existing intended
edge of pavement
(ignoring indents or
irregularities)