



File No. 1790-20
5225-08

May 10, 2018 (Amended May 18, 2018)

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE
KENNEDY STREET SOUTH DRAINAGE (Amended)
INVITATION TO QUOTE FOR CONSTRUCTION**

Quotation General Terms and Instructions:

The District of Sooke (the "District") is requesting a quote (the "Quotation") for construction for the Kennedy Street South Drainage project. The Quotation is to be submitted using the Quotation Form (Appendix 2). There will be no public opening of Quotations.

There will be a pre-bid meeting for this project at the southern paved extent of Kennedy Street South, taking place at 9:00AM on Tuesday, May 22. To submit questions or subscribe to email updates, contact Brian Derrick by email at bderrick@sooke.ca or by phone at (250) 642-1634.

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 within this Request and all the attached appendices. The full scope of work is described in the Project Specifications (Appendix 1). It is the responsibility of the Contractor to regularly check for addendums at <https://sooke.ca/municipal-hall/documents-forms/tenders-and-rfps/>.

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

Please provide your fully completed Quotation Form, to the attention of the undersigned electronically at info@sooke.ca, or in person at 2205 Otter Point Road by 3:00pm on Monday, May 28, 2018.

Regards,

Brian Derrick
Engineering Technologist



Appendix 1- Project Specifications:

The Contractor is required to perform the various services and works shown in the attached drawings and listed in the Project Specifications. All addendums issued by the District for this project are to be included as part of the Project Specifications listed hereunder:

1) Description of Work

The work involves installation of drainage infrastructure on the municipal right of way from the south end of Kennedy Street, under Water Street, to the shoreline at Cains Park. The work also involves brush and tree clearing to accommodate a future wooden staircase at Cains Park.

2) Scope of Work

In addition to all works, details and notes within the design drawings, the Contractor is responsible for the following:

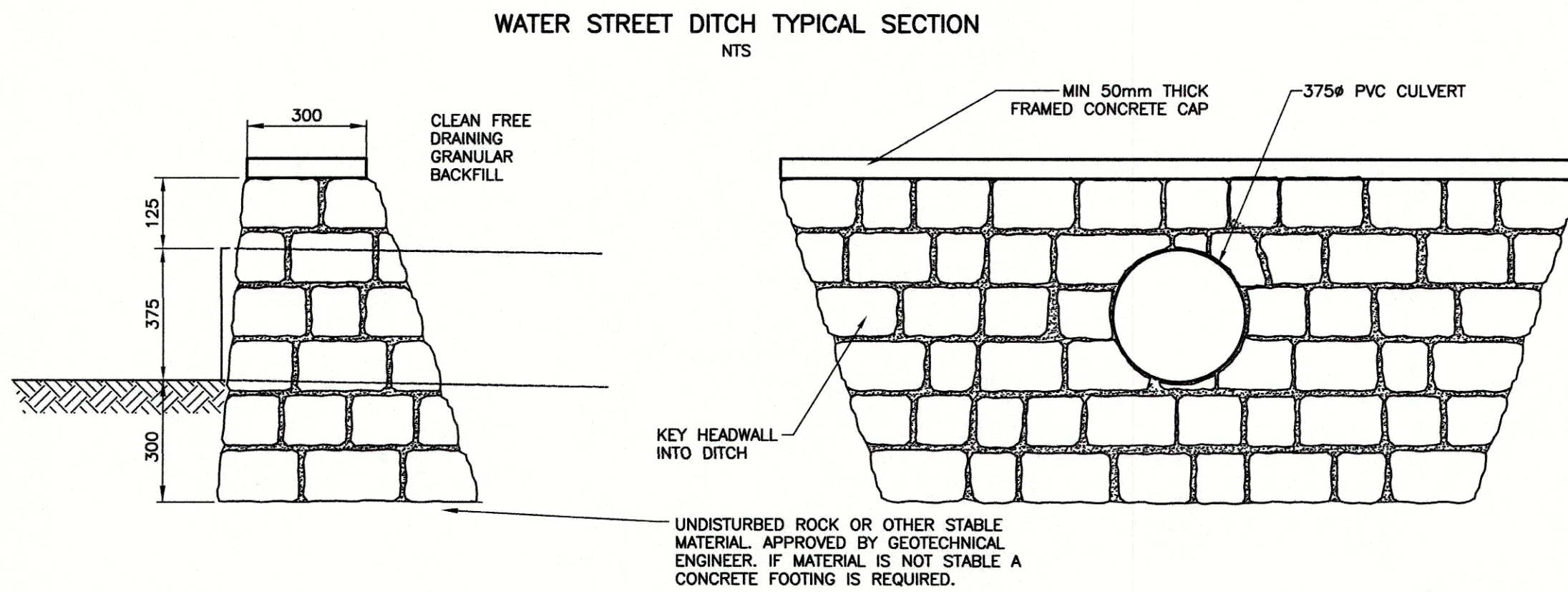
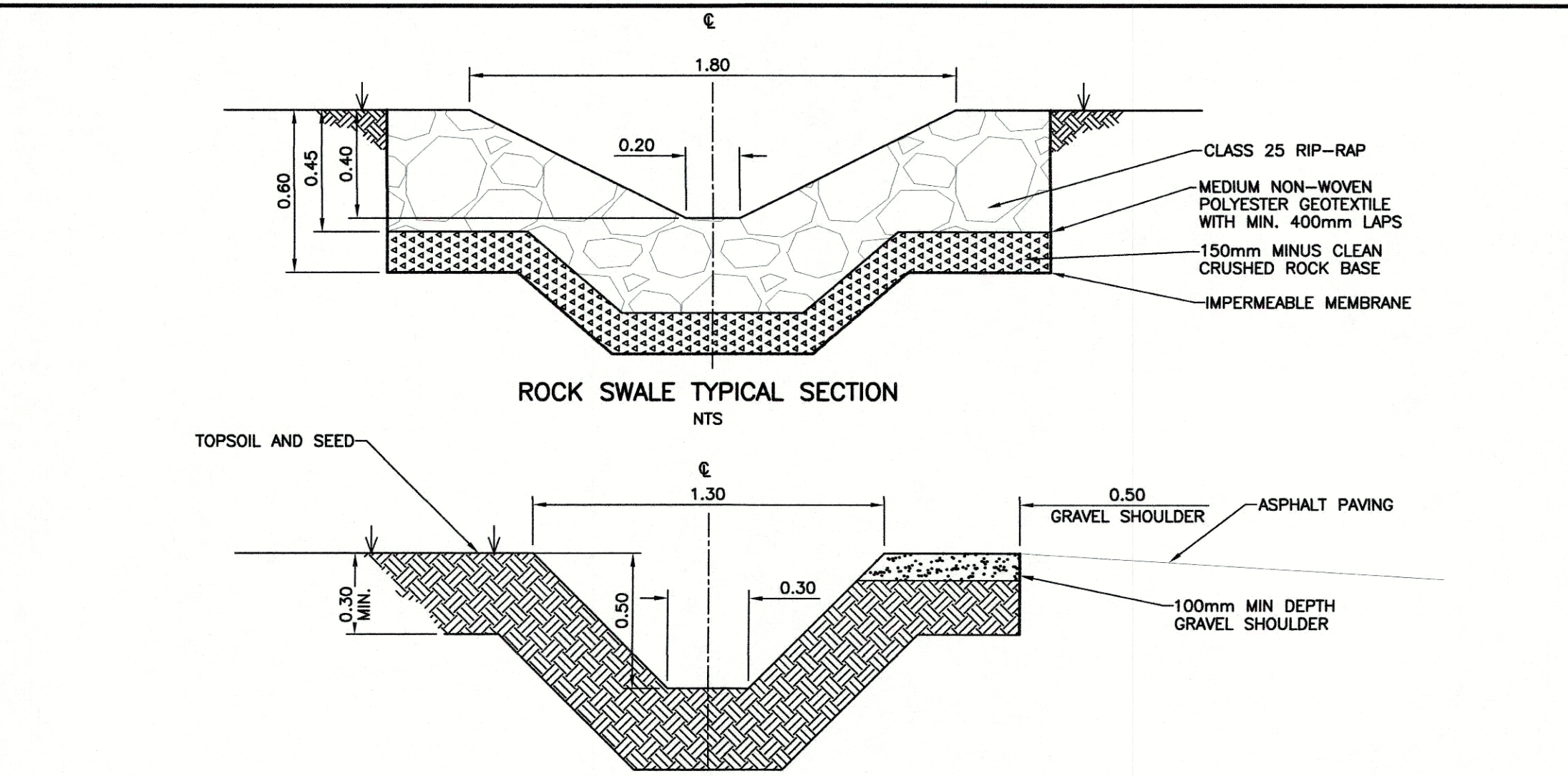
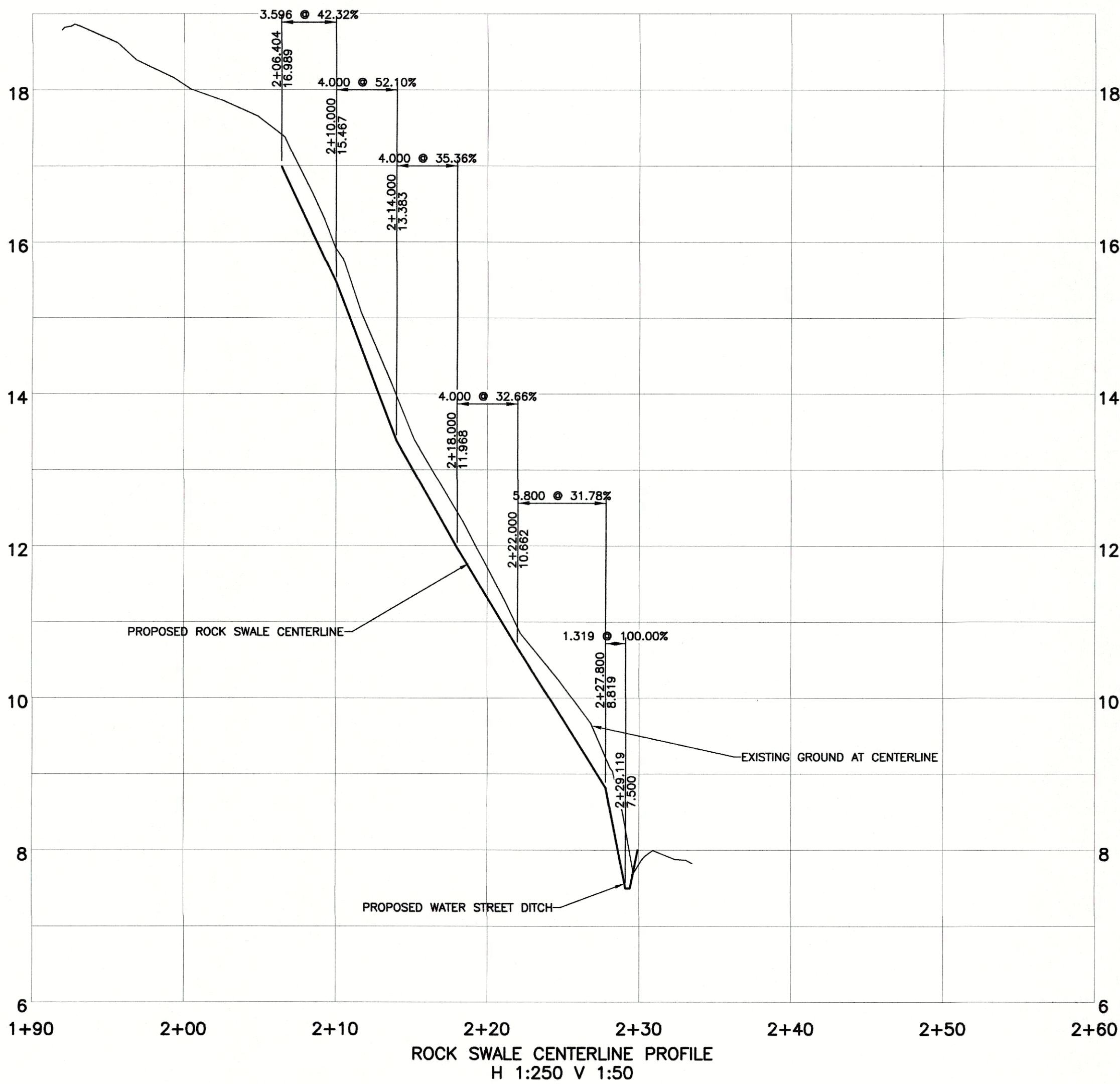
- a) Remove and Dispose of the existing corrugated steel pipe (CSP) on the slope, including any footings or structures holding it in place;
- b) Remove and dispose of any organics, excess construction material, waste material, unused fill or other debris left over from excavation or construction;
- c) Provide all flagging, signage and traffic management as required;
- d) Verify all property lines, elevations, grades, measurements, etc. as they relate to the design drawings;
- e) Clear all organics down to topsoil in a 4m wide channel, offset from the proposed Cains Park storm drain, to allow for future construction of the wooden staircase.

3) General Conditions

- a) 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;
- b) The Contractor shall work with a Qualified Environmental Professional (QEP) to ensure that all Ministry of Environment and/or Department of Fisheries and Oceans requirements are met;
- c) The Contractor is not responsible for works or details labelled "N.I.C" (Not In Contract) within the design drawings, unless specifically stated within this document.

4) Reference Material

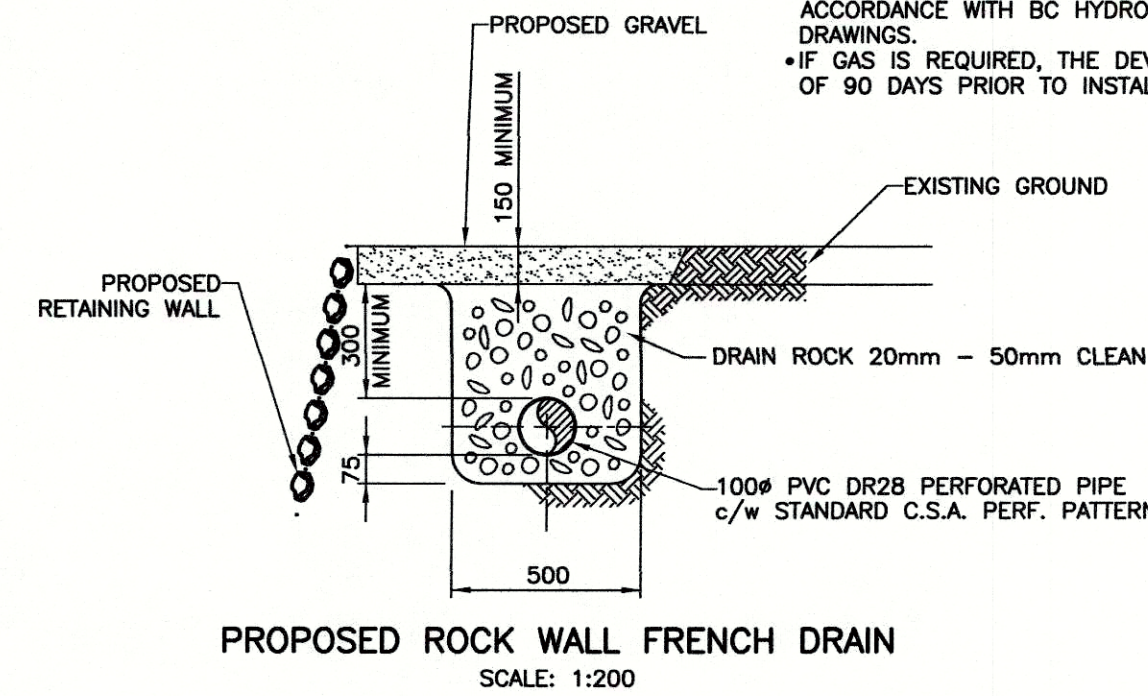
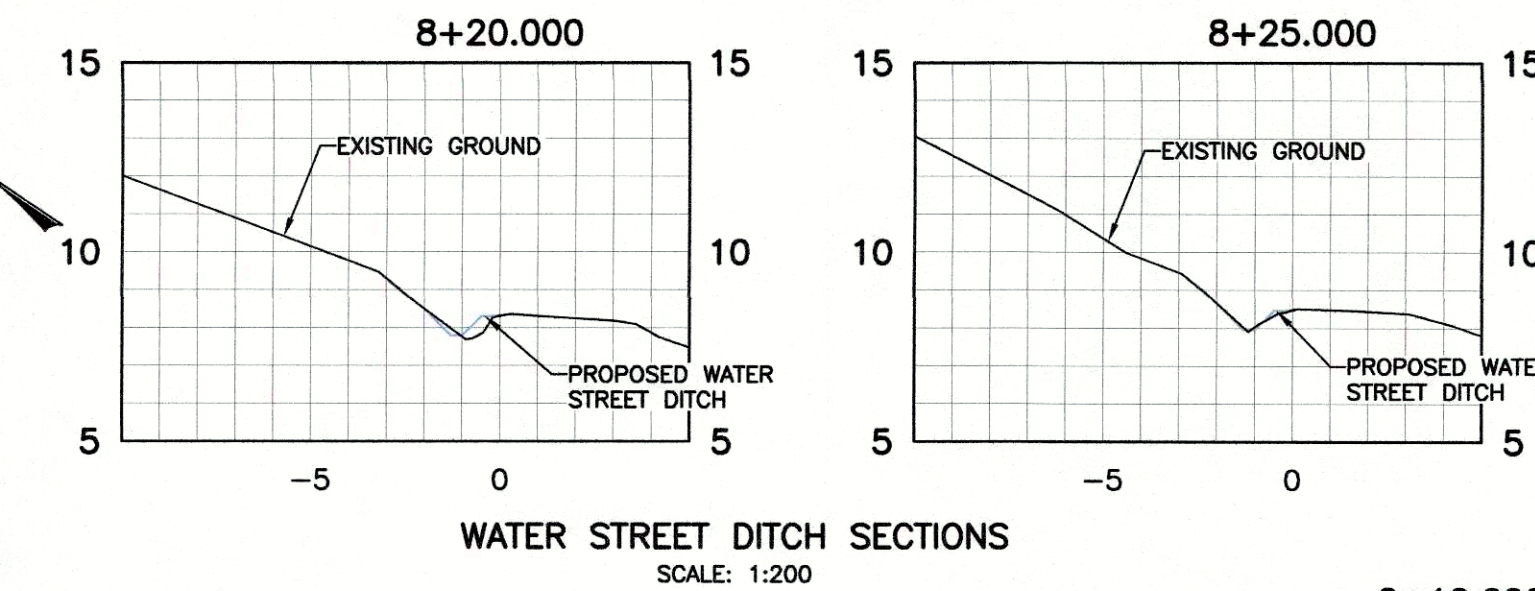
Attached are the detailed design drawings. It is the responsibility of the contractor to verify all measurements, property lines, materials, and processes required to complete the scope of work.



NOTES:

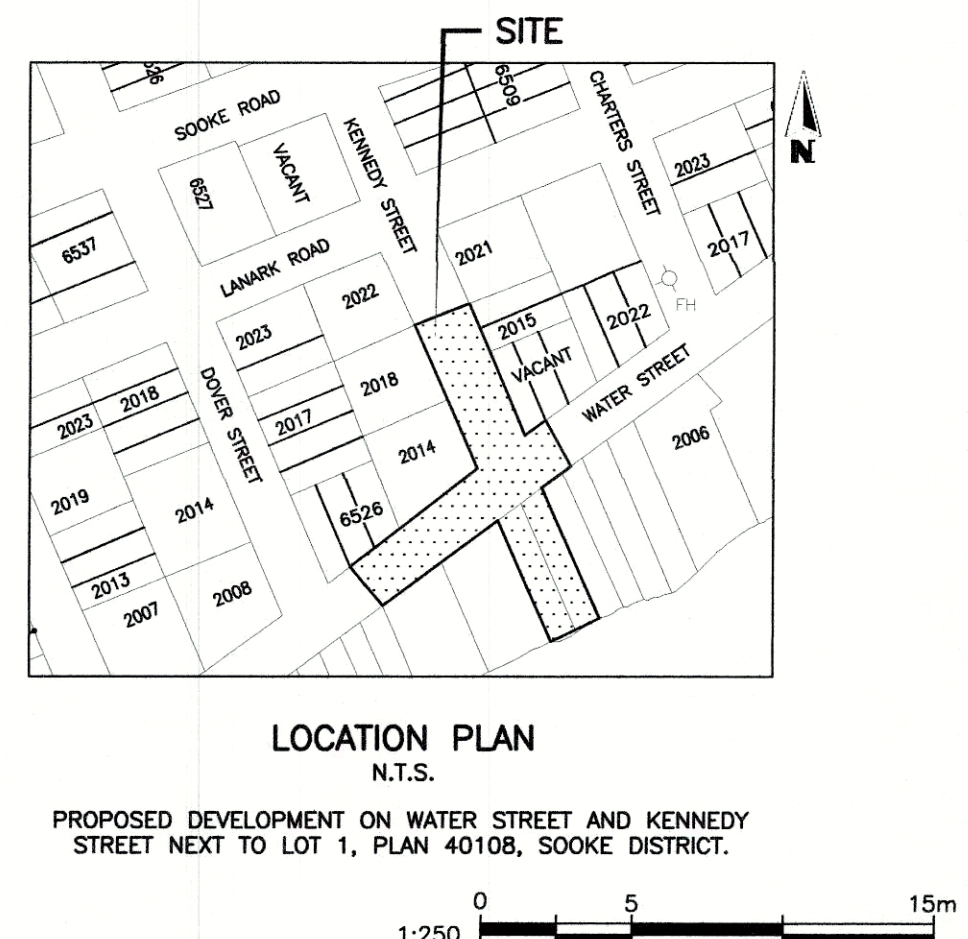
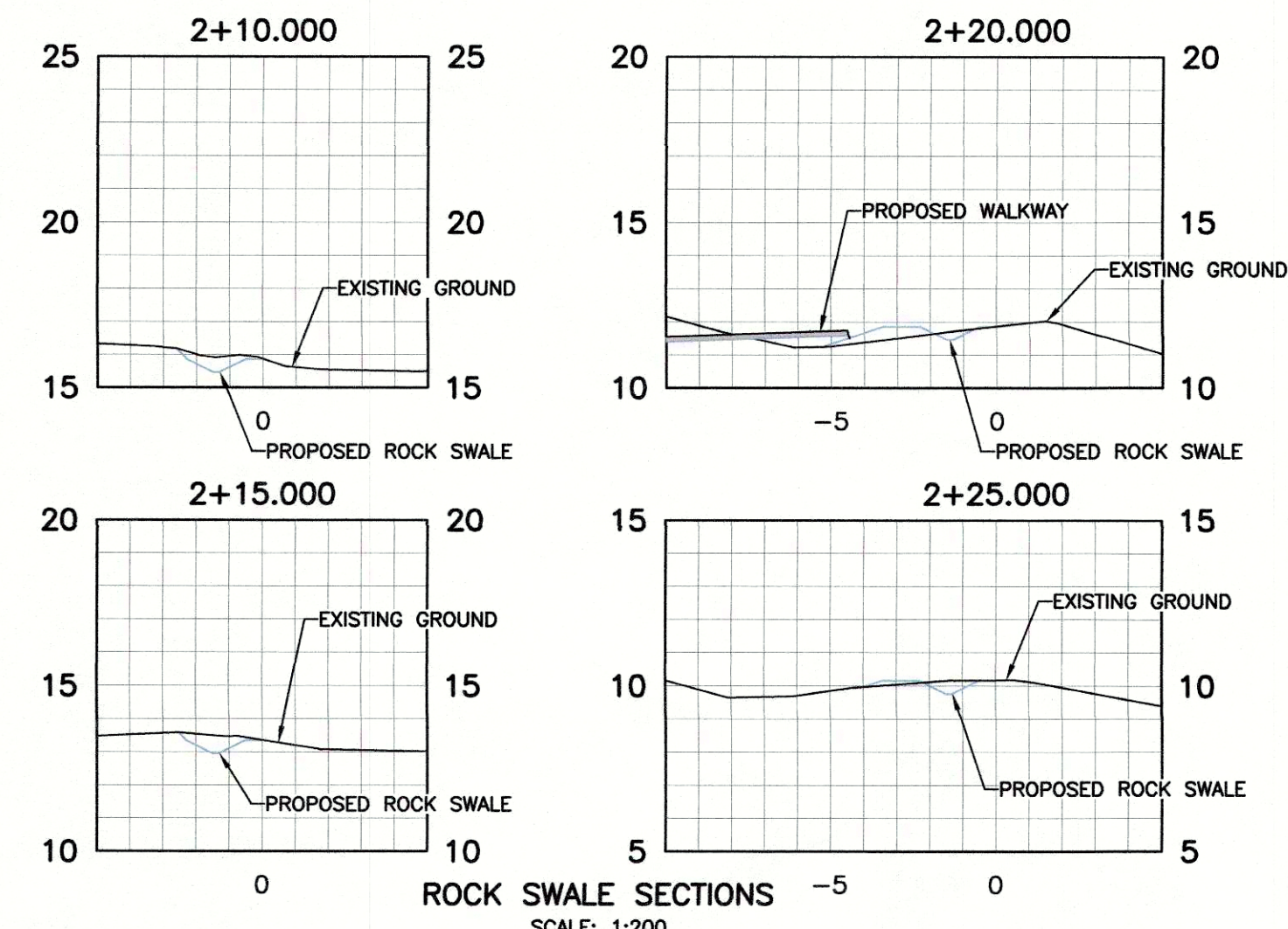
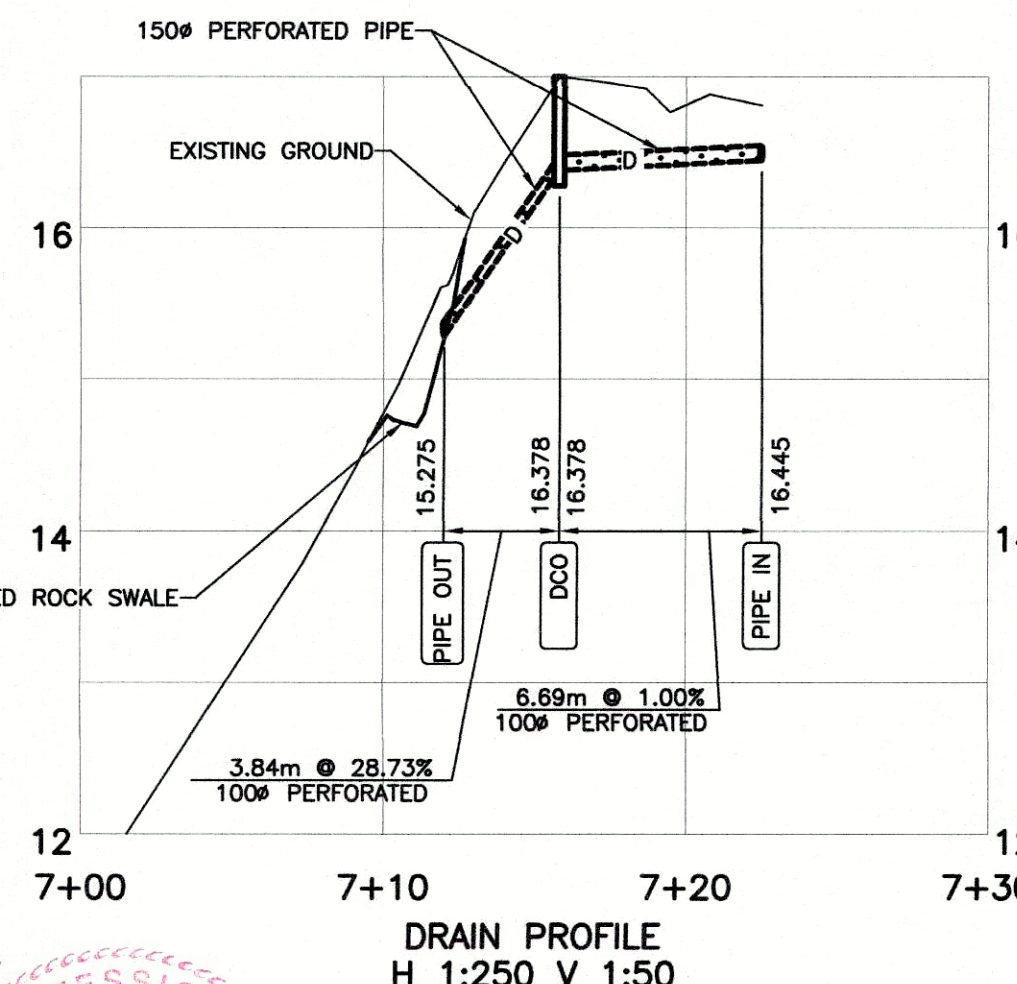
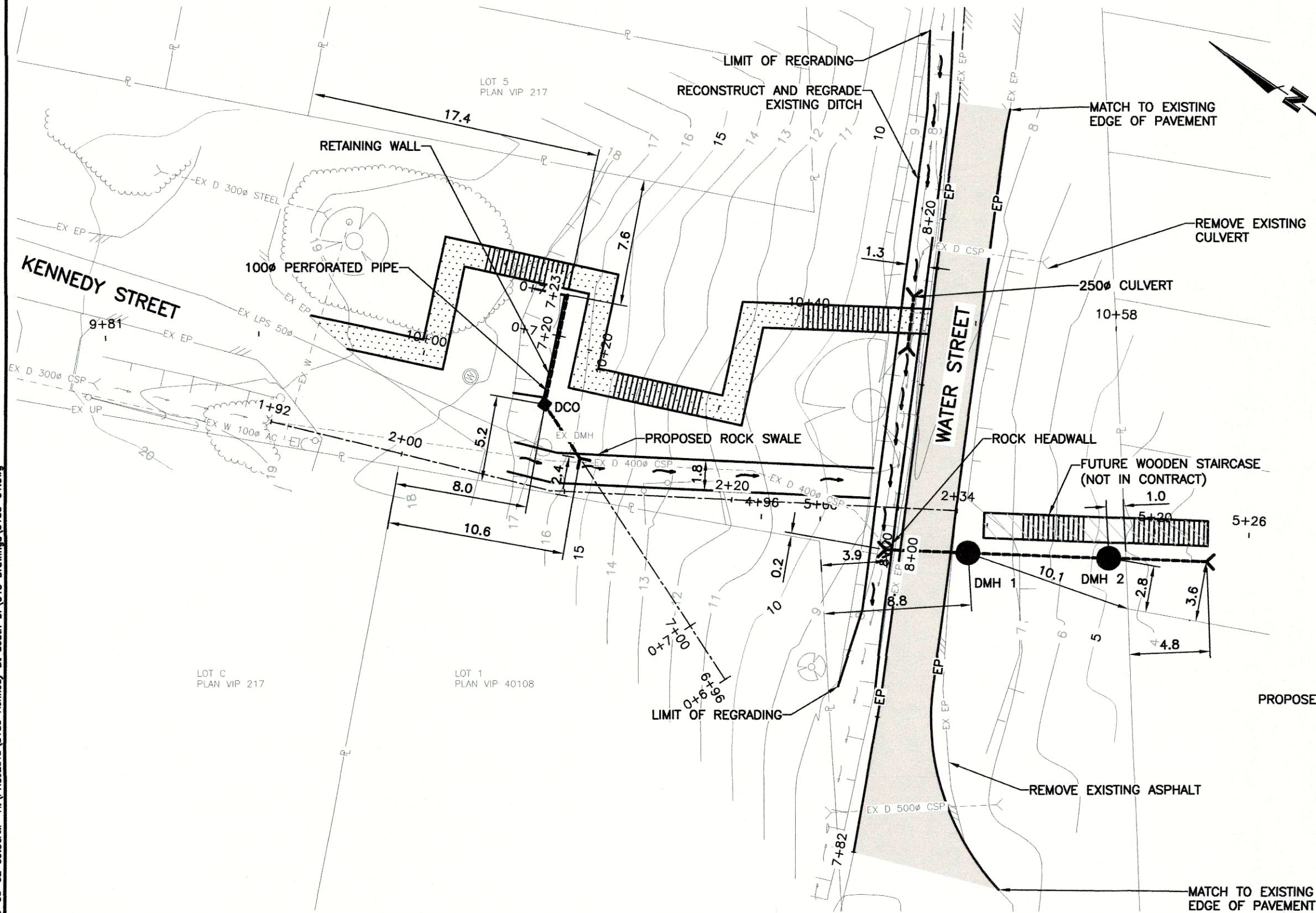
- HEADWALL HEIGHT OVER 1.2m TO BE REVIEWED AND APPROVED BY GEOTECHNICAL ENGINEER.
- MORTAR SHALL BE COMPOSED OF ONE PART PORTLAND CEMENT AND TWO PARTS SAND.
- INDIVIDUAL STONES SHALL HAVE A THICKNESS OF NOT LESS THAN 100mm AND A WIDTH OF NOT LESS THAN 1.5 TIMES THE THICKNESS. STONES SHALL INCREASE IN THICKNESS FROM THE TOP TO THE BOTTOM OF THE WALL.
- BACKFILL TO BE CLEAN, FREE DRAINING, GRANULAR MATERIAL APPROVED BY THE ENGINEER.

ROCK AND MORTAR HEADWALL DETAIL



LEGEND

- DRILL WELL LOCATION. REFER TO WSP REPORT # 171-11898-00 GEOTECHNICAL ASSESMENT AT 2017-10-05
- LIMIT OF ASPHALT
- GRAVEL TRAIL
- TREE TO REMAIN



| LEGEND - Proposed services shown bold | | | | | | | | | |
|---------------------------------------|-----|----|----------------|-----|------------------------|-----|----------|-----------|-----|
| WATER | --- | W | EDGE PAVE. | --- | GAS | --- | G | ROAD SIGN | --- |
| SEWER | --- | S | NON-MTLE CURB | --- | UNDERGROUND UTL. | --- | H/T/C | ASPHALT | --- |
| DRAIN | --- | D | MOUNTABLE CURB | --- | COBRA/DAVT LIGHT | --- | CONCRETE | METER | --- |
| DITCH/SWALE | --- | FC | FLAT CURB | --- | ORNAMENTAL STREETLIGHT | --- | GRVEL | REDUCER | --- |
| CULVERT | --- | BC | BARRIER CURB | --- | POWER POLE | --- | BRICK | FLUSH | --- |
| HEADWALL | --- | IG | INVERT GUTTER | --- | ANCHOR | --- | TREE | BUSHLINE | --- |

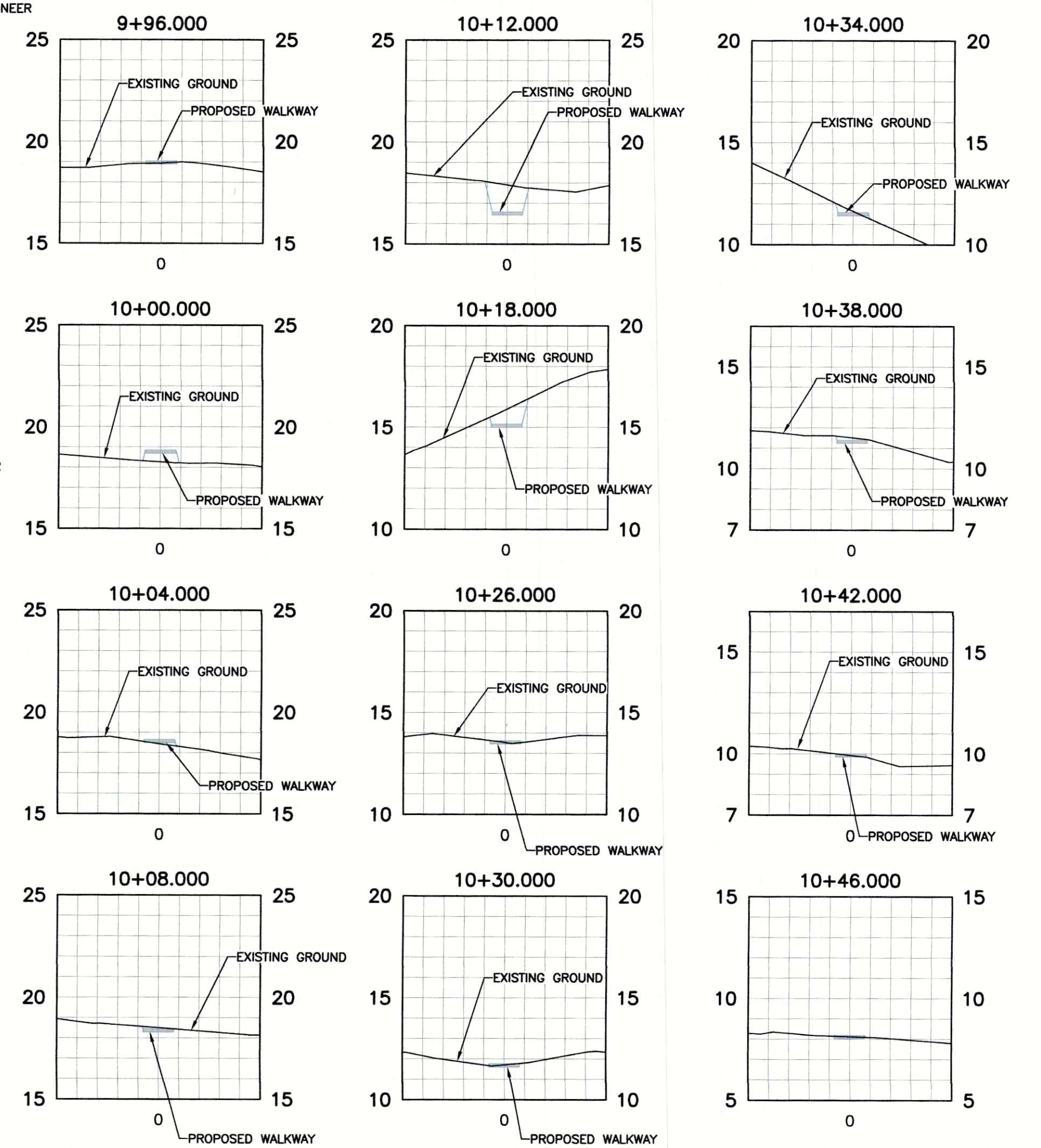
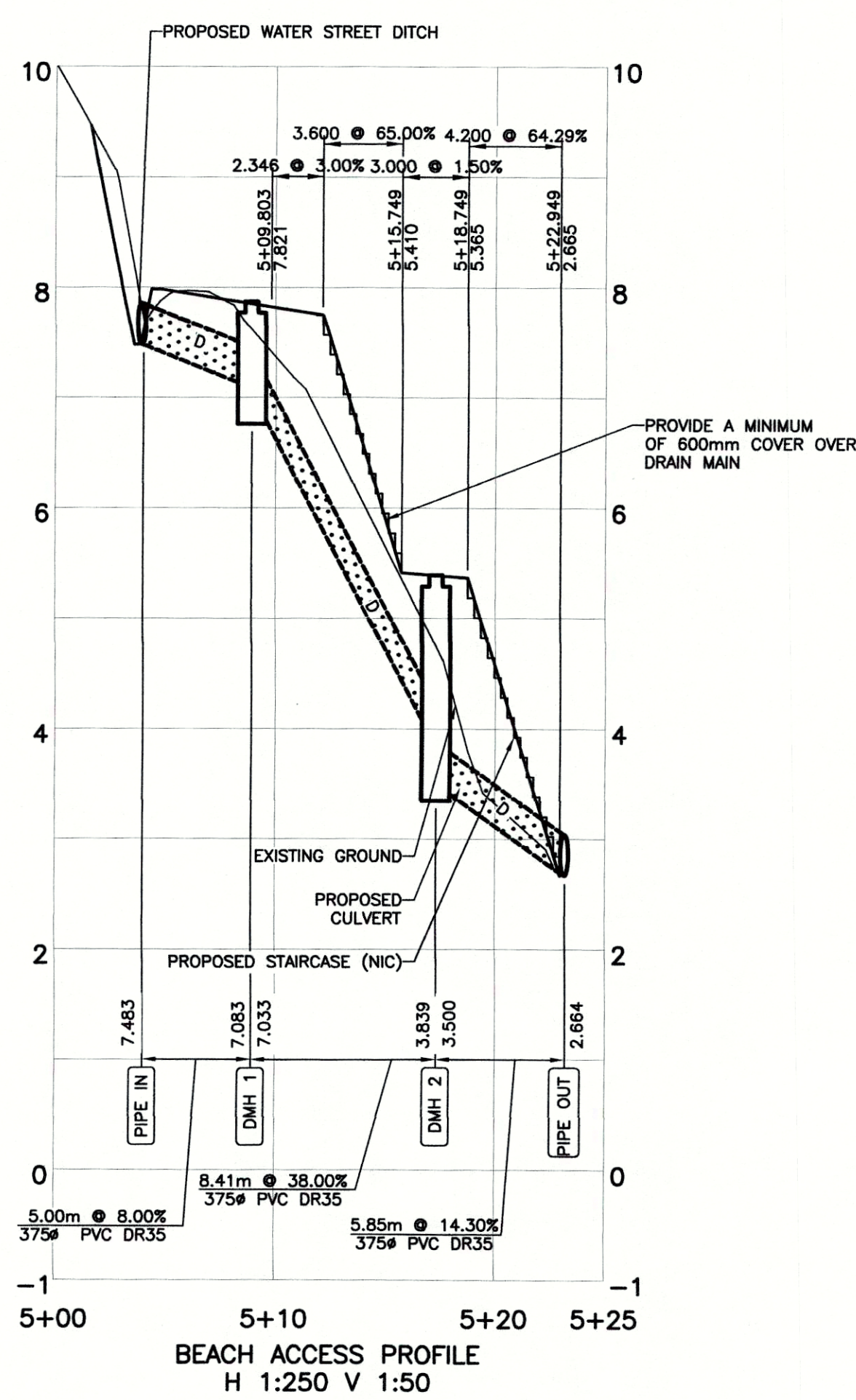
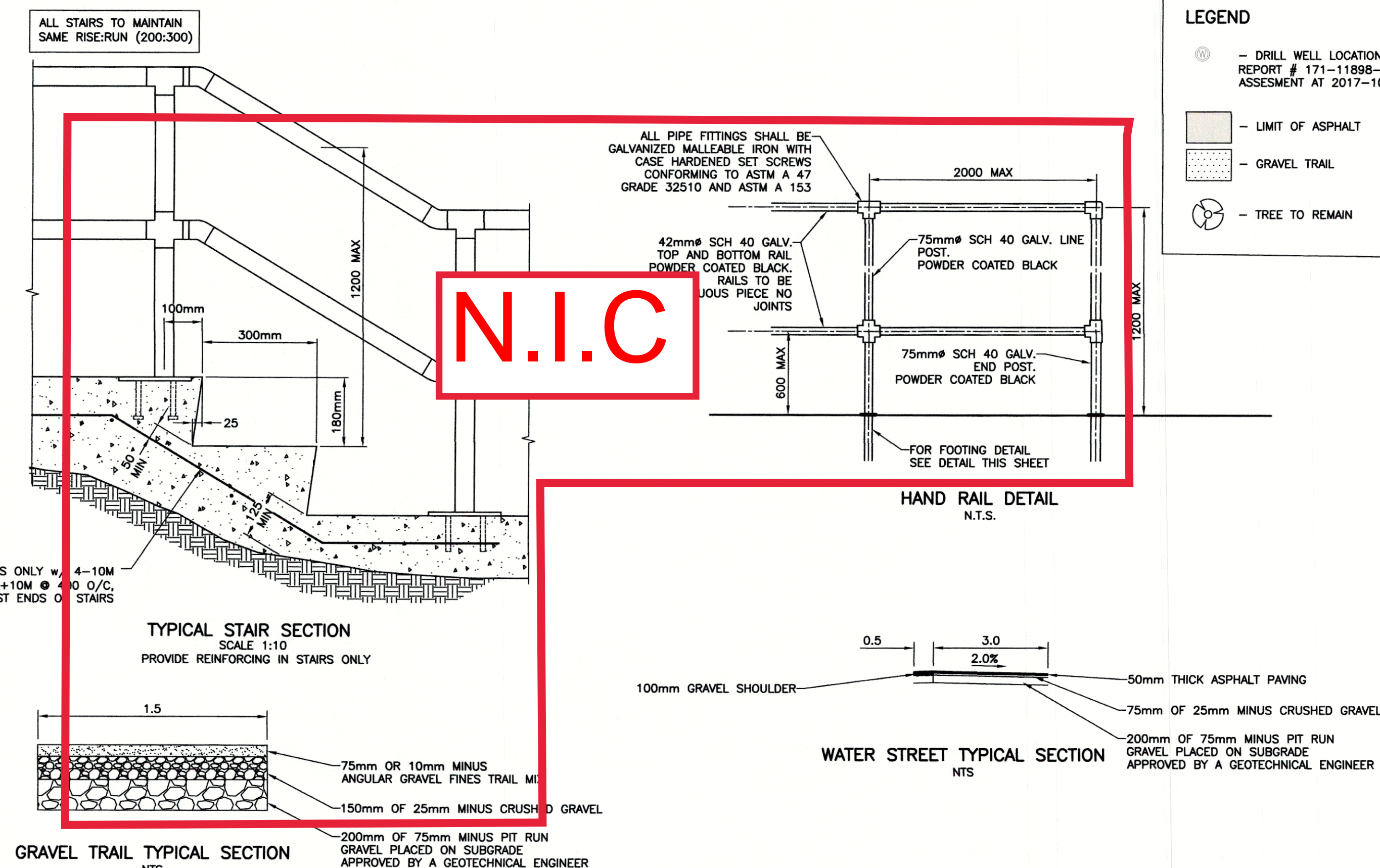
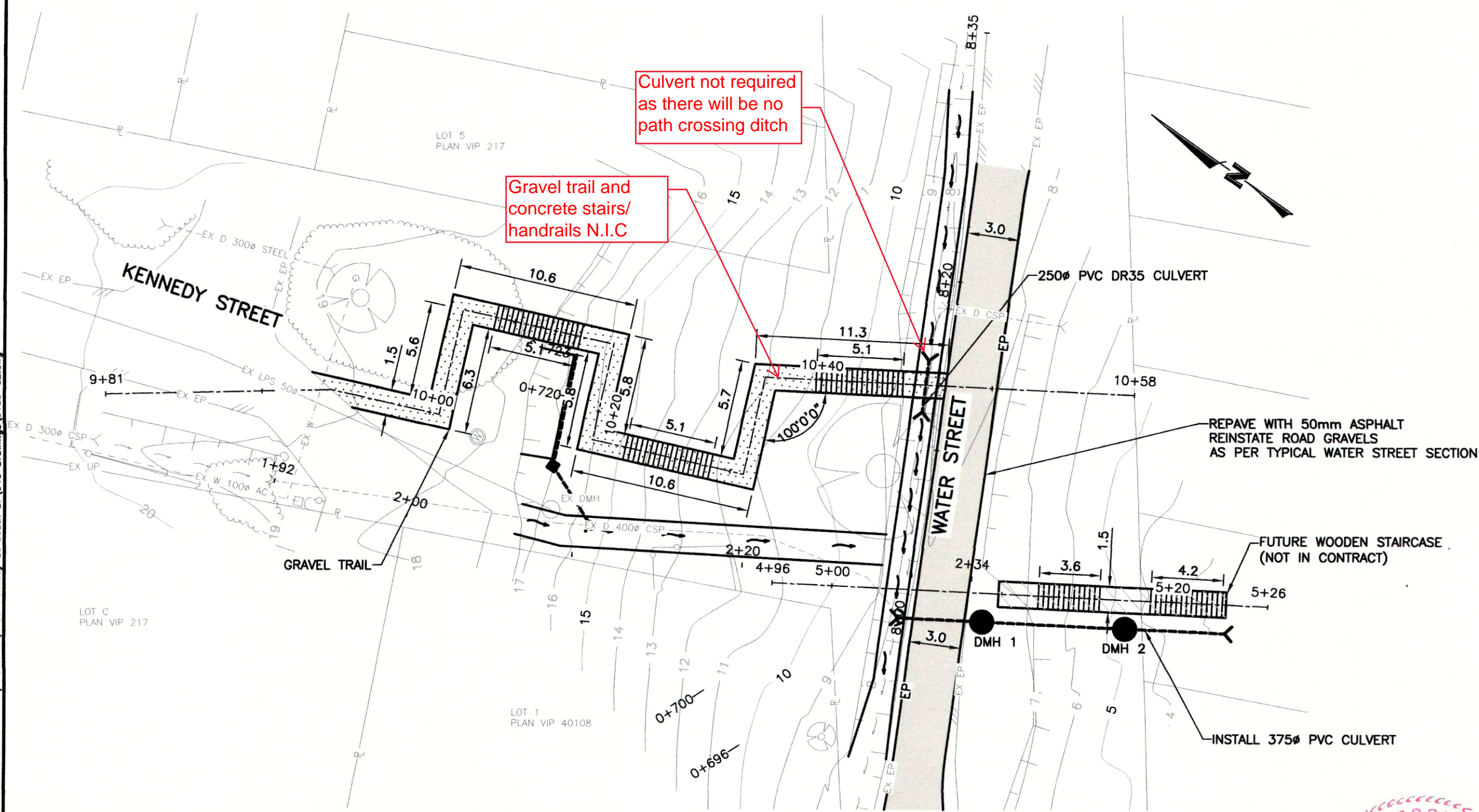
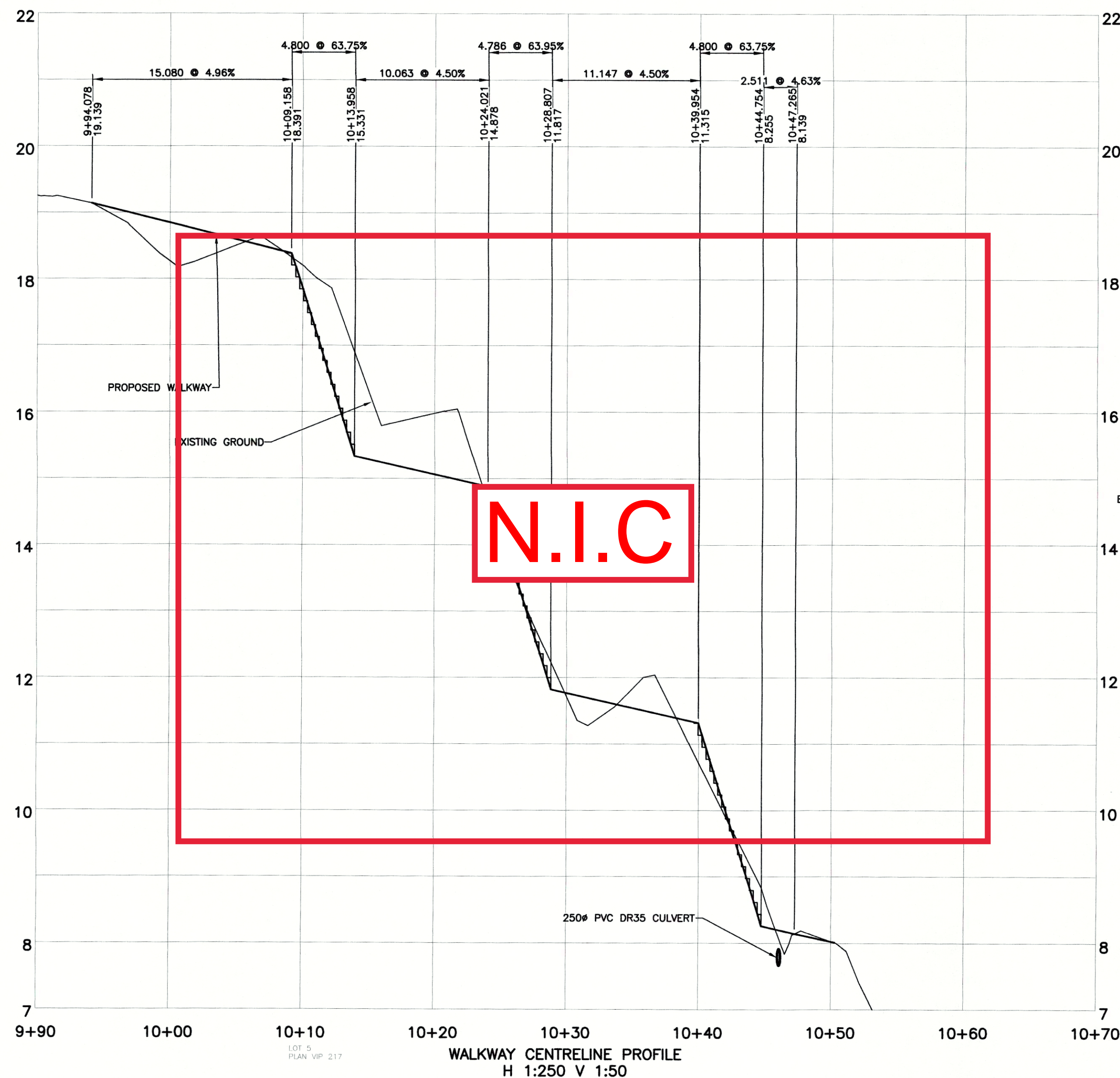
| REVISIONS | | | |
|-----------|---|----------|------|
| No. | DESCRIPTION | DATE | SIGN |
| 1 | REVISED AS PER DISTRICT OF SOOKE COMMENTS | 18-05-01 | BB |

| | |
|----------|-------------|
| DESIGNED | TK/JJS |
| DRAWN | IY |
| CHECKED | JS |
| DATE | SEPT. 2017 |
| B.M. | |
| ELEV. | |
| SCALE | Horz. 1:250 |
| VerL. | 1:50 |

| | | | |
|-----------------------------|--|------------------------------|--|
| PROJECT | | WESTBROOK PROJECT No. | |
| KENNEDY ST SOUTH DR | | 3183 | |
| DISTRICT OF SOOKE | | GOVERNING AUTHORITY FILE No. | |
| ROCK SWALE | | SHEET 1 OF 2 | |
| PLAN, PROFILE, | | REV. 1 | |
| CROSS SECTIONS, AND DETAILS | | WESTBROOK DRAWING No. | |
| | | 3183-01 | |

THE LOCATION AND ELEVATION OF EXISTING UNDERGROUND SERVICES ON THIS DRAWING MAY NOT BE ACCURATE OR COMPLETE. THE ACTUAL HORIZONTAL AND VERTICAL LOCATIONS MUST BE CONFIRMED BY UTILITY COMPANIES AND THE CONTRACTOR PRIOR TO THE START OF ANY EXCAVATION

WESTBROOK CONSULTING LTD. - 2018-05-02 09:58AM H:\PROJECTS\3183-Kennedy St South Dr\040 Drawings\3183-01.dwg



THE LOCATION AND ELEVATION OF EXISTING UNDERGROUND SERVICES ON THIS DRAWING MAY NOT BE ACCURATE OR COMPLETE. THE ACTUAL HORIZONTAL AND VERTICAL LOCATIONS MUST BE CONFIRMED BY UTILITY COMPANIES AND THE CONTRACTOR PRIOR TO THE START OF ANY EXCAVATION.

| LEGEND - Proposed services shown bold | | | |
|---------------------------------------|----------------|------------------------|------------|
| WATER | EDGE PAVE. | GAS | ROAD |
| SEWER | NON-MTBLE CURB | UNDERGROUND UTL. | ASPHALT |
| DRAIN | MOUNTABLE CURB | COBRA/DAVIT LIGHT | CONCRETE |
| DITCH/SWALE | FLAT CURB | ORNAMENTAL STREETLIGHT | GRAVEL |
| CULVERT | BARRIER CURB | POWER POLE | BRICK |
| HEADWALL | INVERT GUTTER | ANCHOR | TREE |
| | | HYDRANT | MANHOLE |
| | | VALVE | CLEANOUT |
| | | METER | CATCHBASIN |
| | | REDUCER | MONUMENT |
| | | FLUSH | LOT PIN |
| | | BUSHLINE | LEAD PLUG |

DESIGNED TK/LJS
DRAWN JY
CHECKED JS
DATE SEPT. 2017
B.M. ELEV.
SCALE Horiz. 1:250
Vert. 1:50

REVISIONS

| No. | DESCRIPTION | DATE | SIGN |
|-----|---|----------|------|
| 1 | REVISED AS PER DISTRICT OF SOOKE COMMENTS | 18-05-01 | BB |

PROJECT KENNEDY ST SOUTH DR DISTRICT OF SOOKE
WALKWAY, PLAN, PROFILE, CROSS SECTIONS, AND DETAILS

WESTBROOK PROJECT No. 3183
GOVERNING AUTHORITY FILE No.
SHEET 2 OF 2
REV. 1
WESTBROOK DRAWING No. 3183-02

#115 - 866 Goldstream Ave., Victoria, BC V9B 0J3
Telephone: 250-391-8592 Facsimile: 250-391-8593



Appendix 2- Quotation Form

The Quotation Form is to be completed in full.
(Attached)

QUOTATION FORM

District of Sooke

Kennedy Street South Drainage Upgrades

Quotation Submission:

Project: Kennedy Street South Drainage Upgrades

Project No.: 5225-08

Date: _____

Company Name: _____

Address: _____

Email: _____ Telephone: () _____

Name of Bidder: _____

Signature*: _____

*** must be an official signatory of the company**

Certification:

I/We have carefully read and examined the RFQ and all included appendices, and have conducted such other investigations as were prudent and reasonable in preparing this response.

I/We certify that the statements made in this response are true and complete. These statements and prices as quoted represent our response to the District of Sooke. I/We agree to be bound by statements and representations made in this response and to any agreement resulting from this response.

I/We acknowledge receipt of all addenda up to and including the most recent,

Addendum # _____ , Dated: _____

which become part of the work and are included in this quotation.

Contract Price:

The Contractor must provide Lump Sum Rates and Unit Rates (where applicable) for each of the items specified below. The Price is in Canadian funds which include the supply of all products, labour and materials, supervision, services, construction machinery and equipment, overhead and profit, and represent the entire cost to the Owner for the completion of the Work. All applicable Federal and Provincial taxes and duties, **excluding** Goods and Services Tax (GST), are included in the price.

The Contractor must also provide labour rates for Extra Work, should the need for it arise. Equipment rates for Extra Work will be based on the 2017/18 Blue Book Equipment Rental Rate Guide.

Initials of Contractor: _____

QUOTATION FORM

District of Sooke

Kennedy Street South Drainage Upgrades

| | |
|--------------------------------|--|
| | Price (Excluding GST) |
| Please provide a LUMP SUM cost | \$ _____ Excluding GST |

| | | |
|---|-----------|----------|
| Extra Work is charged at an hourly rate of: | Foreman- | \$ _____ |
| | Labourer- | \$ _____ |
| Additional positions: | _____ | \$ _____ |
| (optional) | _____ | \$ _____ |
| | _____ | \$ _____ |

Proposed Construction Schedule:

State your intended start date if awarded this contract:

Estimated substantial completion date:

Contractor Numbers and Status:

District of Sooke (or Intermunicipal) Business License Number:

Worker's Compensation Registration Number:

Incorporation Number: _____

And Incorporation Date: _____

I/We meet the insurance requirements:

YES / NO

Notification:

If notified in writing by the District of acceptance of this Quotation within 30 days after the RFQ closing date, we shall:

- Provide, prior to commencing work, certified copies of the Contractor's insurance;
- Provide a current Worker's Compensation Clearance Letter;
- Enter into and execute a General Services Agreement for the Work.

Initials of Contractor: _____



Appendix 3- Insurance Requirements

Insurance requirements are described within the District's Risk Management and Contract Services Policy.

(Attached)



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