



File No. 1790-20  
5225-08

May 31, 2018

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE  
PHILLIPS ROAD DRAINAGE MAINTENANCE  
INVITATION TO QUOTE FOR CONSTRUCTION**

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### **Quotation General Terms and Instructions:**

The District of Sooke (the "District") is requesting a quote (the "Quotation") for construction for the Phillips Road Drainage Maintenance project. The Quotation is to be submitted using the Quotation Form (Appendix 2). There will be a public opening of Quotations at the closing location at the closing time.

There will be a **mandatory** pre-bid meeting for this project taking place at 3075 Phillips Road at 9:00 AM on Wednesday June 8, 2018. If for some reason you can't attend and would like to request a walkthrough at a different time, direct your request and/or any questions about this RFQ to Brian Derrick by email at [bderrick@sooke.ca](mailto: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, in a sealed envelope marked:

**Phillips Road Drainage Quotation**

**Attn: Brian Derrick**

to the attention of the undersigned at 2205 Otter Point Road by 3:00pm on Monday, June 18, 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 figures 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 northern end of Phillips Road has a series of 3 culverts which are not operating properly and are contributing to groundwater permeating the road base, and pooling on the surface. This project involves replacing two culverts and installing a third new culvert. It also includes some basic ditching and swale work, and supply and install of fill to create a gravel driveway access.

### **2) Scope of Work**

Including and in addition to all notes within the reference pictures, the Contractor is responsible for the following:

- a) Remove and dispose of two existing CSP culverts crossing approximately 1m deep under Phillips Rd;
- b) Replace the 6m-long culvert at existing grade, and the 8m-long culvert at approximately 1m lower than the existing invert elevation, and extend it an additional 10m to the edge of embankment;
- c) Install a new 8m-long culvert at the north end of the project area;
- d) Install concrete sandbag headwalls at the inlets of each culvert, and at the outfall of the southernmost and middle culverts;
- e) Install a rip rap landing pad at the outfall of the middle culvert.
- f) Excavate approximately 12 cubic meters of material to form a swale on the west shoulder at the inlet of the proposed north culvert.
- g) Cut an approximately 30m-long, 1.5m-wide, 1m-deep open swale from the outlet of the southernmost culvert to the edge of embankment;
- h) Decommission the existing driveway access and create a new driveway access just south of the southernmost culvert outlet. The surface width of the driveway is to be minimum 4m-wide, and the maximum slope of the driveway access is not to exceed 12%. The driveway shall be constructed with a 75mm-thick surface layer of 25mm minus crushed gravel, on top of a 200mm-thick base layer of 75mm minus pit run gravel, on top of a subgrade of pit run gravel or larger diameter rock;
- i) Remove and dispose of any excess organics, construction material, waste material, unused fill or other debris left over from excavation or construction;
- j) Provide all flagging, signage and traffic management as required.



### **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) All construction and materials to be in accordance with MMCD, Platinum Edition, and The District of Sooke Subdivision and Development Standards Bylaw No. 404 unless otherwise noted. When a conflict between the specifications arises, the most stringent shall apply;
- c) All culverts shall be 450mm-diameter HDPE, Reinforced Concrete, or Ductile Iron;
- d) The Contractor shall contact BC Hydro, Telus, Shaw Cable, and Fortis BC Gas two working days prior to the start of any excavation;
- e) The Contractor will not be responsible for repaving the roadway culvert excavations. The District will take care of this separately from this project.

### **4) Reference Material**

There will no survey or detailed design for this project. Attached are images intended to clarify the scope of work to the contractor. It is the responsibility of the contractor to verify all measurements, materials, and processes required to complete the project.



Drawing is not to scale. Drawing is provided as an approximate visual reference to compliment the written scope of work.

Culvert with concrete sandbag headwalls and rip rap outfall. Bottom of pipe to be approximately 2m below finished road grade.

Open ditch to be cut to edge of embankment

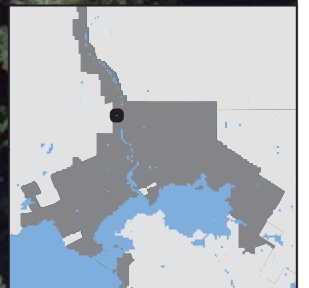
Proposed new driveway

Culvert with concrete sandbag headwalls. Top of pipe to be min. 0.7m under finished road grade

Existing driveway



Disclaimer: This map is an unofficial document of the District of Sooke and is consolidated for convenience purposes only and is not to be relied upon for legal or financial purposes. The District of Sooke does not warrant the accuracy of information on this map nor will it accept responsibility for errors or omissions. The District of Sooke reserves the right to alter or update this information without notice. This map is not intended for navigational purposes.





Drawing is not to scale. Drawing is provided as an approximate visual reference to compliment the written scope of work.

Existing CSP culvert (to remain untouched)

Excavate a roadside swale to create a low point to capture water and direct into culvert.

Culvert to be installed with inlet headwall. Outlet drops into existing creek. Culvert to be min 0.7m from finished road grade to top of pipe



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## **Appendix 2- Quotation Form**

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

# QUOTATION FORM

District of Sooke

Phillips Road Drainage Works

**Quotation Submission:**

Project: Phillips Road Drainage Works

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  
Phillips Road Drainage Works

	<b>Price (Excluding GST)</b>
Please provide a LUMP SUM cost	\$ _____  Excluding GST

<b>Extra Work</b> is charged at an <b>hourly</b> 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***

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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