



File No. 1790-20

January 2019

TO WHOM IT MAY CONCERN

**Re: DISTRICT OF SOOKE
EV CHARGER INSTALLATION
INVITATION TO QUOTE FOR CONSTRUCTION**

Quotation General Terms and Instructions:

The District of Sooke (the “District”) is requesting a quote (the “Quotation”) for the installation of one double unit EV Charger on Eustace Road. The full scope of work is described in the Project Specifications (**Appendix 1**). The Quotation is to be submitted using the Quotation Form (**Appendix 4**). There will be no public opening of Quotations.

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. 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 January 25, 2019.

Regards,

Paul Butterfield
Engineering Technologist

Appendix 1- Project Specifications:

The Contractor is required to perform the various services and works shown in the attached figure(s) 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

Located at 6726 Eustace Road, in the middle of two parking spots, a Level 2 EV charger will be installed per the design drawings in **Appendix 1**. This project requires electrical and civil work.

2) Scope of Work

In addition to all notes within the reference drawing and sketches, the Contractor is responsible for:

- a) Coordinate BC Hydro installation of new Hydro pole with meter;
- b) Remove and reinstate approximately 8.0m² concrete sidewalk to allow for conduits and pullbox;
- c) Arrange for pick up of EV charger from Parks Yard 2080 Kaltasin Road, Sooke, BC and delivery to site. Crane required for 200kg crated package containing charger and to place on site;
- d) Installation of two protective bollards bolted down within the apron of the concrete curb;
- e) Bollards to be R-7902 model: fixed, flanged surface mount, 36"/91.4cm height, cylindrical with rounded top, in safety yellow from Reliance Foundry, or similar. See **Appendix 2**;
- f) The installation of two parking signs is excluded from this scope of work and will be completed by others;
- g) Removal and disposal of any excess construction material, waste material, unused fill or other debris left over from excavation or construction;
- h) Provide all flagging, signage and traffic management as required; and
- i) Verifying all dimensions, calculations, property lines, elevations, grades, measurements, etc.

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 BC Building Code, MMCD Platinum Edition, and the District of Sooke Standard Specifications and Drawings unless otherwise noted. When a conflict between the specifications arises, the most stringent shall apply; and
- c) The Contractor shall contact BC Hydro, Telus, Shaw Cable, and Fortis BC Gas, and CRD Water through BC One Call at least two working days prior to the start of any excavation and is responsible for locating any other services;

4) Reference Material

There is a full set of electrical design drawings for this site.

Appendix 2 – Design Drawings

(WSP Drawing Set E-001 to E-003)

CONSULTANT - SUB-CONSULTANT:

SEAL / PERMIT:

CLIENT:

CLIENT REF. # -

PROJECT:

**SOOKE EV CHARGER -
LOT 6726**

COPYRIGHT:
 THIS DRAWING AND DESIGN IS COPYRIGHT PROTECTED WHICH SHALL NOT BE USED, REPRODUCED OR REVISED WITHOUT WRITTEN PERMISSION BY WSP CANADA INC.
DISCLAIMER:
 THE CONTRACTOR SHALL CHECK AND VERIFY ALL DIMENSIONS AND UTILITY LOCATIONS AND REPORT ALL ERRORS AND OMISSIONS PRIOR TO COMMENCING WORK.
THIS DRAWING IS NOT TO BE SCALED.

ISSUE / REVISION	NO.	DATE	DESCRIPTION
	3	2018/12/06	RE-ISSUED FOR 100% CLIENT REVIEW
	2	2018/08/10	ISSUED FOR 100% CLIENT REVIEW
	1	2018/07/20	ISSUED FOR CLIENT REVIEW
ISSREV	YYYYMMDD		DESCRIPTION

PROJECT NO:	181-09278-00
SCALE:	AS NOTED
DESIGNED BY:	JM
DRAWN BY:	MRO
CHECKED BY:	JM
PROJECT MANAGER:	JM
DISCIPLINE:	ELECTRICAL
TITLE:	ELECTRICAL KEY PLAN AND SITE PLAN
DRAWING NO:	E-001
SHEET NO:	1 OF 3
ISSUE:	
ISSREV:	3
DATE OF:	2018/12/06

ELECTRICAL SYMBOL LEGEND	
SYMBOL	DESCRIPTION
Ⓛ	KEY NOTES TAG
---	UNDERGROUND CONDUCTORS
—	OVERHEAD UTILITY
Ⓛ	FUSED DISCONNECT SWITCH
Ⓜ	BC HYDRO METER
Ⓜ	SURFACE MOUNTED PANELBOARD
Ⓜ	PULLBOX
Ⓜ	HARDWIRED EQUIPMENT CONNECTION
Ⓜ	DISCONNECT SWITCH UNLESS NOTED OTHERWISE

**GENERAL NOTES:
(APPLICABLE TO ALL DRAWINGS)**

- EXISTING INFORMATION WITHIN THESE DRAWINGS ARE BASED ON INFORMATION PROVIDED BY OTHERS. EXTRACTED FROM HISTORICAL RECORDS, AND SITE OBSERVATION. EXISTING INFORMATION IS PROVIDED TO FACILITATE THE CONTRACTOR IN PROVIDING A FAIR AND ACCURATE TENDER BID, BY PROVIDING A GREATER UNDERSTANDING OF THE SCOPE OF WORK. BY NO MEANS SHALL THE CONTRACTOR RELY SOLELY ON THE EXISTING INFORMATION PROVIDED TO DETERMINE A COMPLETE AND FULLY ACCURATE SCOPE OF WORK AS NOT ALL ELECTRICAL EQUIPMENT OR DEVICES OR ASSOCIATED THAT REQUIRE TO BE RELOCATED, REMOVED OR REPLACED MAY BE NOTED. CONTRACTOR SHALL PERFORM A SITE VISIT TO DETERMINE THE EXACT SCOPE OF WORK PRIOR TO PROVIDING THEIR TENDER BID.
- ALL CONDUCTORS SHALL BE RUN IN CONDUIT SUITABLE FOR APPLICATION.
- CONTRACTOR TO UTILIZE BC "ONE CALL" BEFORE EXCAVATING AND TO COORDINATE WITH UTILITY PROVIDERS BEFORE TRENCHING. CONTRACTOR TO NOTE THAT LOCATIONS OF POWER POLE AND PULLBOXES ARE APPROXIMATE. EXACT LOCATION TO BE DETERMINED ON SITE. ALL DEVICES TO BE ON DISTRICT OF SOOKE ROW LAND.
- CONTRACTOR TO PROVIDE THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE) AND OBTAIN AUTHORIZATION FROM THE AUTHORITY HAVING JURISDICTION (AHJ) PRIOR TO COMMENCING WORK.

KEYNOTES:

- CONTRACTOR TO PROVIDE NEMA-3X ENCLOSURES FOR NEW DISCONNECT, BC HYDRO METER AND POWER PANEL. REFER TO SINGLE LINE DIAGRAM ON DRAWING E-002 FOR EXACT REQUIREMENTS.
- CONTRACTOR TO PROVIDE NEW ELECTRICAL PULL BOX. PROVIDE COMPOSITE 20"x15" ENCLOSURE WITH BOLT DOWN COVER AND SEALED LID GASKETS.
- NEW BC HYDRO POWER POLE COMPLETE WITH 200A, 120/240V, 1Ø SERVICE. CONTRACTOR TO PROVIDE POWER POLE AND CONDUCTORS UP TO WEATHERHEAD. BC HYDRO TO CONNECT NEW SERVICE.
- NEW OVERHEAD SERVICE BY BC HYDRO.
- CONCRETE CUTTING, TRENCHING AND REINSTALLATION OF SIDE WALK BY OTHERS.
- APPROXIMATE LOCATION OF BOLLARDS AND PARKING SIGNAGE.

CIVIC ADDRESS

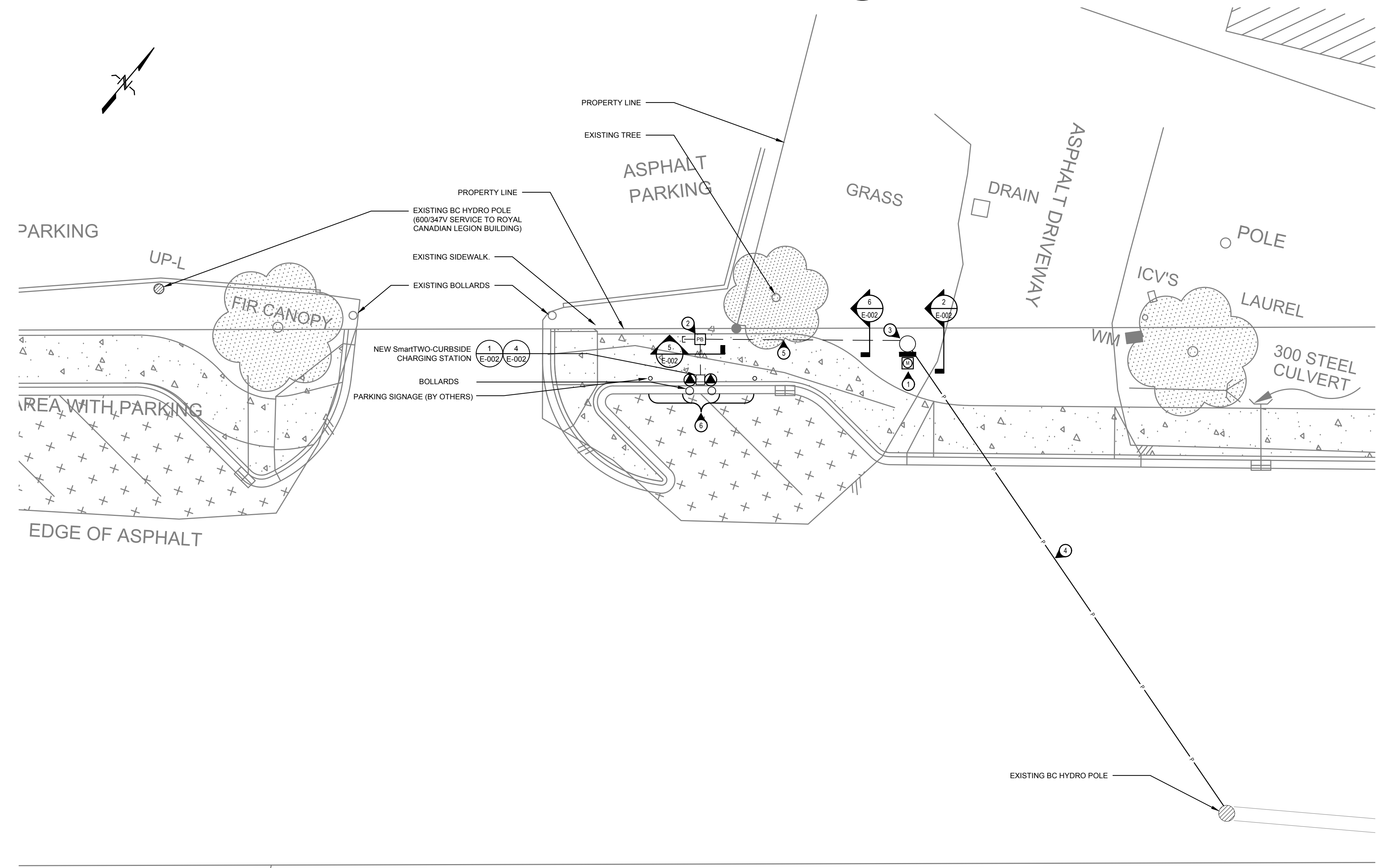
6726 Eustace Rd, Box 337, Sooke, BC
V9Z 1G1

DRAWING LIST

E-001	ELECTRICAL KEY PLAN AND SITE PLAN
E-002	ELECTRICAL SINGLE LINE DIAGRAM AND SITE DETAILS
E-003	ELECTRICAL SPECIFICATIONS



1 ELECTRICAL KEY PLAN
E-001 SCALE: 1:500



2 ELECTRICAL SITE PLAN
E-001 SCALE: 1:100



CONSULTANT - SUB-CONSULTANT:

SEAL / PERMIT:

CLIENT:

CLIENT REF # -

PROJECT:

**SOOKE EV CHARGER -
 LOT 6726**

COPYRIGHT:
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ISSUE / REVISION:

ISS/REV	YYYYMMDD	DESCRIPTION
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PROJECT NO:

181-09278-00

SCALE:

AS NOTED

DESIGNED BY:

JM

DRAWN BY:

MRO

CHECKED BY:

JM

PROJECT MANAGER:

JM

DISCIPLINE:

ELECTRICAL

TITLE:

**SINGLE LINE DIAGRAM AND
 SITE DETAILS**

DRAWING NO:

E-002

SHEET NO:

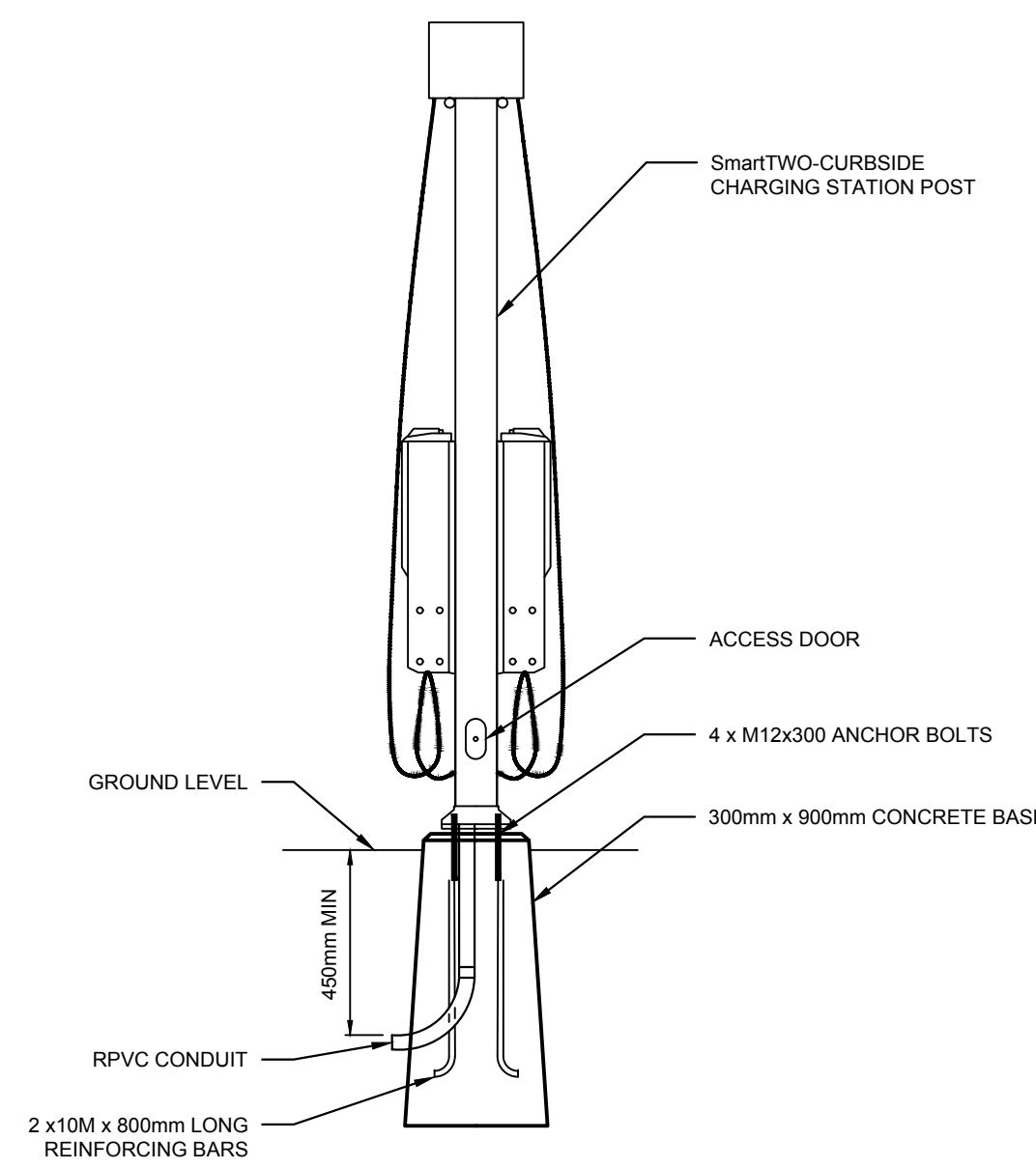
2 OF 3

ISSUE:

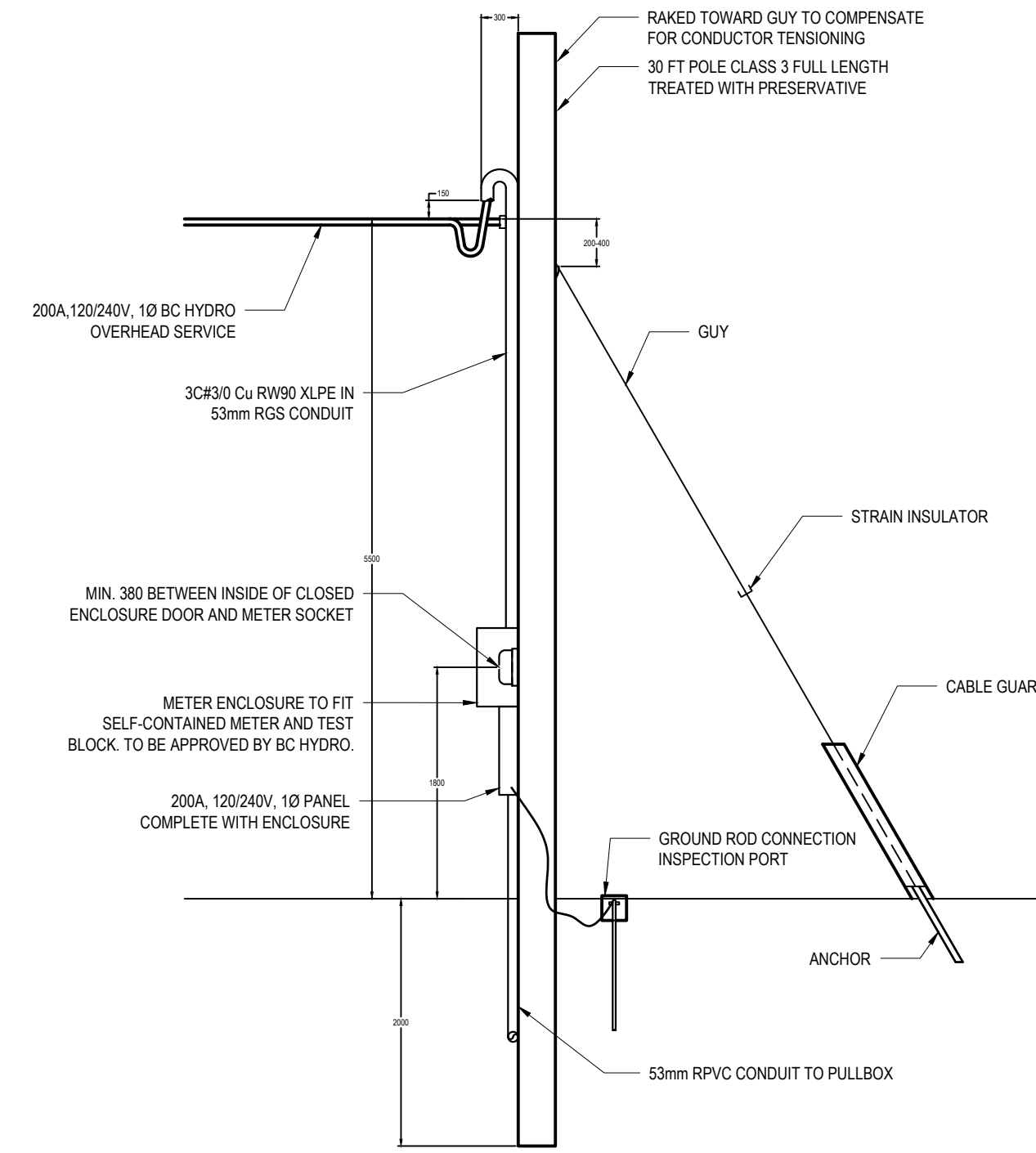
ISSREV:

DATE OF: 2018/12/06

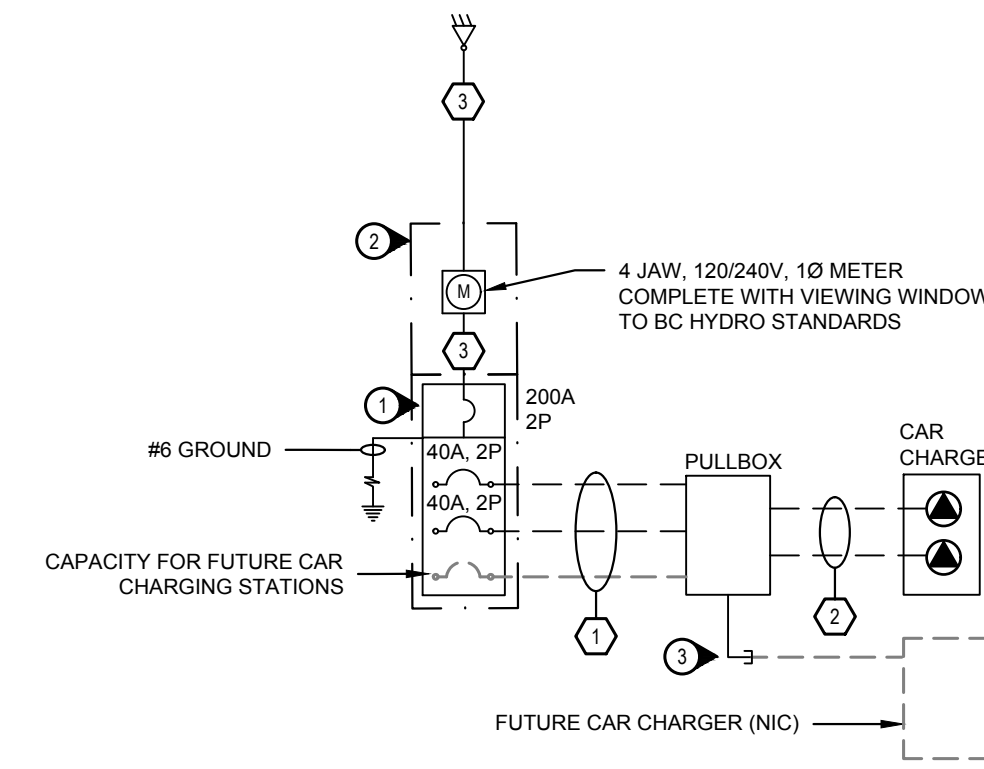
3



1 CHARGING STATION ELEVATION
 E-002 SCALE: N.T.S.



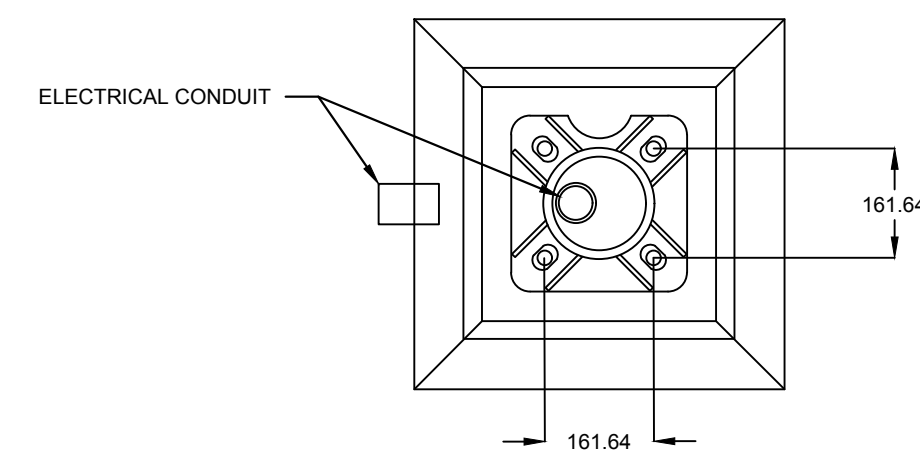
2 POWER POLE ELEVATION
 E-002 SCALE: N.T.S.



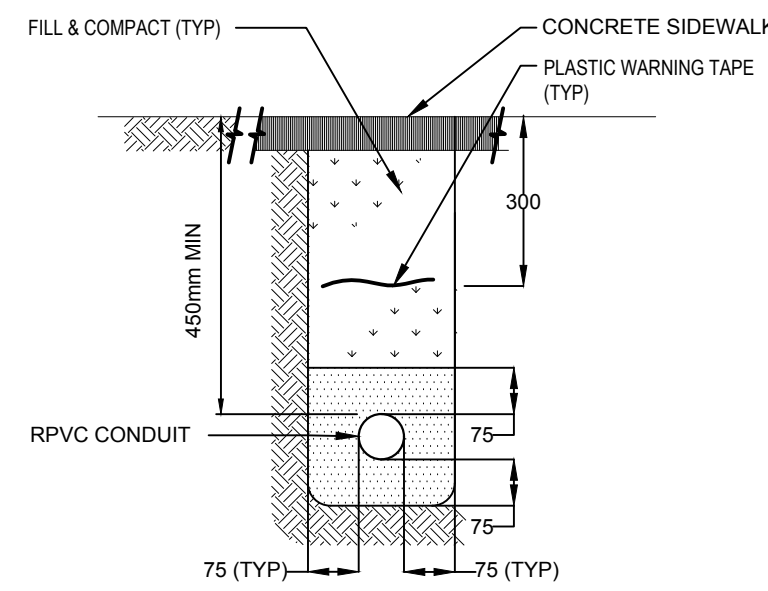
FEEDER SCHEDULE:	
①	2Ø2C#8 AWG CU RW90 XLPE + BONDJ IN 53mmC
②	2Ø2C#8 AWG CU RW90 XLPE + BONDJ IN 27mmC
③	3ØC#10 AWG CU RW90 XLPE 53mm RGS CONDUIT

- KEYNOTES:**
- ① NEW 200A, 120/240V, 1Ø, 3W, 18CCT PANEL, PANEL TO ACCOMMODATE FUTURE POWER TO FUTURE CHARGING STATIONS.
 - ② CONTRACTOR TO PROVIDE NEMA-3R ENCLOSURES FOR FUSED DISCONNECT, BC HYDRO METER AND POWER PANEL.
 - ③ PROVIDE 27mmC STUBBED OUT 1m TO FUTURE CAR CHARGING STATIONS.

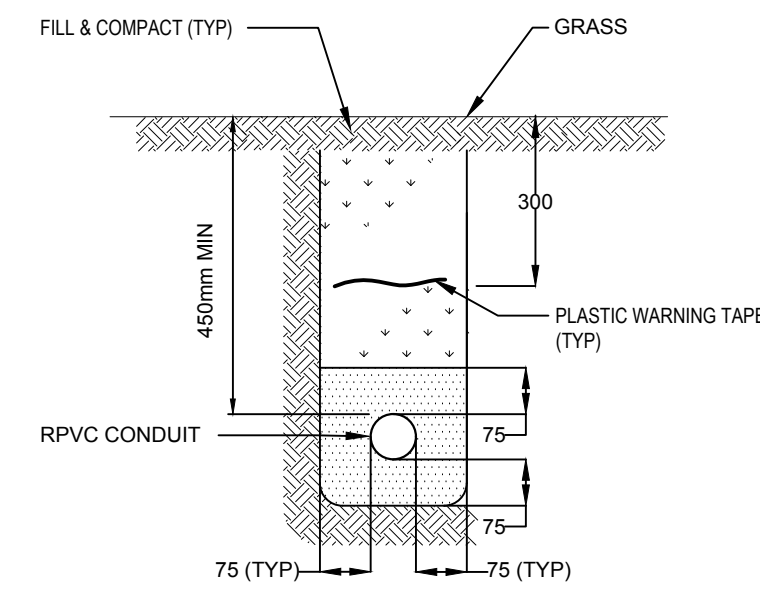
3 SINGLE LINE DIAGRAM
 E-002 SCALE: N.T.S.



4 CHARGING STATION ANCHOR BOLT DETAIL
 E-002 SCALE: N.T.S.

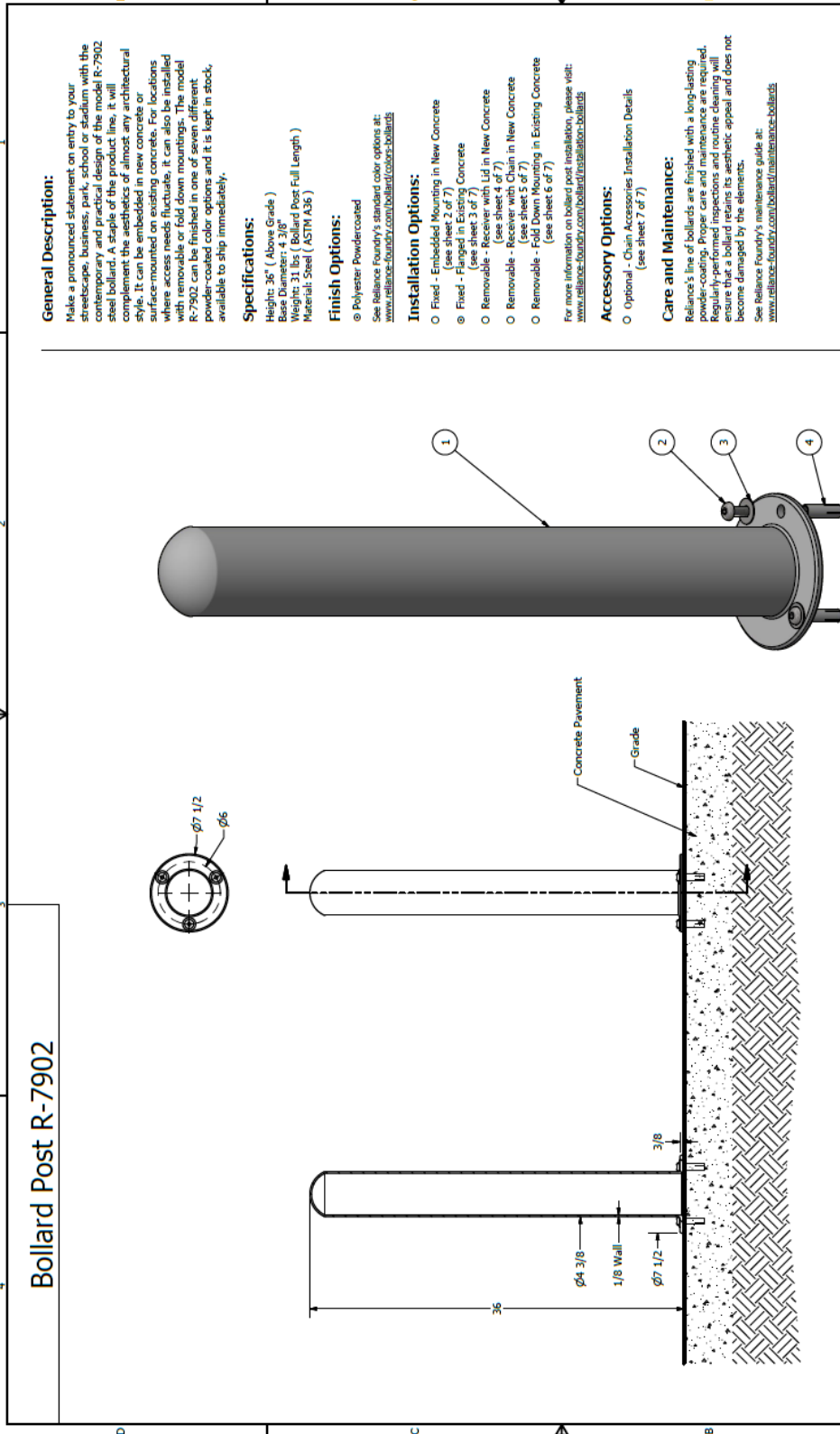


5 CONDUIT TRENCHING DETAIL
 E-002 SCALE: N.T.S.



6 CONDUIT TRENCHING DETAIL
 E-002 SCALE: N.T.S.

Appendix 3 – Bollard Specifications



Bollard Post R-7902

General Description:
 Make a pronounced statement on entry to your streetscape, business, park, school or stadium with the contemporary and practical design of the model R-7902 steel bollard. A staple of the product line, it will complement the aesthetics of almost any architectural style. It can be embedded in new concrete or surface-mounted on existing concrete. For locations where access needs fluctuate, it can also be installed with removable or fold down mountings. The model R-7902 can be finished in one of seven different powder-coated color options and it is kept in stock, available to ship immediately.

Specifications:
 Height: 36" (Above Grade)
 Base Diameter: 4 3/8"
 Weight: 31 lbs (Bollard Post Full Length)
 Material: Steel (ASTM A36)

Finish Options:
 • Polyester Powdercoated
 See Reliance Foundry's standard color options at: www.reliance-foundry.com/bollard/colors-bollards

Installation Options:
 • Fixed - Embedded Mounting in New Concrete (see sheet 2 of 7)
 • Fixed - Flanged in Existing Concrete (see sheet 3 of 7)
 • Removable - Receiver with Lid in New Concrete (see sheet 4 of 7)
 • Removable - Receiver with Chain in New Concrete (see sheet 5 of 7)
 • Removable - Fold Down Mounting in Existing Concrete (see sheet 6 of 7)

Accessory Options:
 • Optional - Chain Accessories: Installation Details (see sheet 7 of 7)

Care and Maintenance:
 Reliance's line of bollards are finished with a long-lasting powder-coating. Proper care and maintenance are required. Regularly-performed inspections and routine cleaning will ensure that a bollard retains its aesthetic appeal and does not become damaged by its elements.
 See Reliance Foundry's maintenance guide at: www.reliance-foundry.com/bollard/maintenance-bollards

- Notes:**
- 1) Embedment details are for reference illustration only. Minimum foundation sizes depend on local soil conditions, weather conditions, and engineering requirements.
 - 2) Bollard post is provided as shown. Concrete foundation and/or installation ordered separately or provided by others.
 - 3) Minimum foundation sizes depend on local soil conditions, weather conditions, and engineering requirements.
 - 4) Dimensions provided herein is for reference only. Please consult Reliance Foundry sales professionals if any dimension is critical to your particular installation.
 - 5) Reliance Foundry reserves the right to amend design and specifications without prior notice for product improvement.

RELIANCE FOUNDRY — SINCE 1925 —		Unit: 207, 6450 - 148 Street, Surrey, BC V3S 7G7, Canada 1-877-789-3245 info@reliance-foundry.com www.reliance-foundry.com			
Bollard Post R-7902					
TITLE					
ITEM	QTY	PART NUMBER	DESCRIPTION	MATERIAL	WEIGHT
1	1	R7902 Flanged Bollard	R7902 Flanged Bollard Body	Steel Powder Coated	30 lbs
2	3	Button Head Bolt 1/2" x 1 1/4"	Hexagon Socket Button Head Cap Bolt 1/2" x 1 1/4" - requires 5/16" hex key	Stainless Steel	1/8 lbs
3	3	Stainless Steel Washer 1/2"	Stainless Steel Washer 1/2" OD 1 1/4" Thick .05"	Stainless Steel	1/8 lbs
4	3	Drop-in Concrete Insert 1/2"	Drop-in Concrete Insert 1/2" - requires 5/8" x 2" hole (dia. x depth)	Steel Plated	1/8 lbs
THIS PLAN DRAWING AND DESIGN ARE, AND AT ALL TIMES REMAIN, THE EXCLUSIVE PROPERTY OF RELIANCE FOUNDRY CO. LTD.				NOT TO SCALE	
COPYRIGHT RESERVED				SHEET 3 OF 7	

Appendix 4 – Quotation Form

Quotation Submission:

Project: **EV Station Installation**

Project No.: 2018-1790-20

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: _____

Please provide a Lump Sum cost \$ _____ (excluding GST)

Extra work is charged out at an hourly rate of:

Foreman \$ _____

Labourer \$ _____

_____ \$ _____

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:

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

Appendix 5- 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