



Request for Proposals: RFP 2014-03
Engineering Services for Lookout Brook Dam

Closing Date: Monday, July 28, 2014

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TERMS OF REFERENCE

1. Project Overview

Colwood proposes to retain a qualified engineering consultant to do dam site characterization and instrumentation, dam breach and inundation studies as recommended in the 2013 Dam Safety Review for Lookout Brook Dam, an earthfill structure located in Lookout Lake Park in the City of Colwood. The location of the dam is shown in Attachment 1. Photographs of the dam are in Attachment 2.

Proposals, rather than tenders, have been requested in order to allow consultants a more flexible opportunity to employ their expertise and innovation, and thereby satisfy Colwood's requirements in a more cost effective manner.

Based on an evaluation of the proposals received, the preferred Proponent may be invited to enter into a Client - Consultant Agreement for the services to be provided and the fees to be charged.

The City intends to select a preferred Proponent based on its assessment of its best interests, and the City may select none of the proposals submitted.

NOTE TO ALL PROPONENTS: This is a request for proposals, and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relations as part of this RFP process and no contractual obligations whatsoever will arise between the City and any Proponent who submits a proposal in response to this RFP until and unless the City and a Proponent enter into a formal, written contract for the Proponent to provide the services contemplated under this RFP.

2. Scope

The scope of the project shall encompass the tasks that are required to accomplish the following objectives and provide the following deliverables:

2.1. General

- Two formal meetings will be included in the project, a briefing meeting to be held at the start of the project and a meeting following the submission of the draft report. It is anticipated that the Consultant will informally advise the City of planning and progress during the course of the project and may request on-site meetings with Colwood staff.
- The Consultant shall review available background material.
- The Consultant shall obtain soil and groundwater parameters through a subsurface drilling program that includes installing groundwater monitoring instrumentation. The location(s) of the groundwater monitoring instrumentation shall be coordinated with Colwood staff for future topographic monitoring stations.
- The Consultant shall complete a dam breach analysis.
- The Consultant shall perform an inundation study.
- The Consultant shall review the Operations, Maintenance and Surveillance Manual and update if necessary.
- The consultant shall provide an education session about dam maintenance and safety to staff.

2.2. Deliverables

The findings of the study shall be contained in an executive summary and a comprehensive technical report. The contents of the report shall include, but not be limited to:

- an analysis of the results of the studies, including any recommendations for updating the Operations, Maintenance and Surveillance Manual
- list of properties in the inundation area and affected by the inundation area
- supporting data
- photographs
- relevant computer printouts, drawings and maps. AutoCAD drawings shall be prepared to scale and to UTM NAD83 Zone 10 coordinates

After review of the draft report by the City and the incorporation of agreed changes, the following will be delivered:

1. Executive summary – 1 paper copies and 1 pdf copy
2. Technical report – 1 paper copy and 1 pdf copy
3. AutoCAD drawings – 1 paper copy and 1 copy on CD

3. Assumptions and Constraints

The following assumptions and constraints are applicable to the project:

- The successful proponent will operate out of their own office. No office space will be provided by the City of Colwood for work associated with the project, however, space will be provided for review of background materials and for holding meetings associated with the project.
- Payment from the City for consulting services associated with the project will be made directly to the Consultant only after detailed invoices are submitted to the City for said services.

4. Project Schedule

Following are proposed milestone dates for the project:

- | | |
|-----------------------------------|----------------------------|
| a) Request for Proposals issued | Monday, July 07, 2014 |
| b) Submission of Proposals | Monday, July 28, 2014 |
| c) Colwood – Consultant Agreement | Wednesday, August 06, 2014 |
| d) Submission of draft report | Friday, October 31, 2014 |
| e) Submission of Final Report | Friday, November 14, 2014 |

5. Background Information

The dam is a rock fill structure that was reportedly constructed around 1958 to provide fire protection for a forestry operation. The land was later sold to a developer and subsequently subdivided, and the lake and dam were dedicated as a public park owned by the Province. A map of the dam is on the following page.

There is no record of any engineering design for the original construction. A lack of maintenance of the dam resulted in the fill slopes becoming overgrown, and cracks in the crest of the dam also developed over time. Repairs to the dam were carried out in 1964 and 1976. The 1976 repairs included placement of rock fill on the down slope face of the dam to flatten the slope angle and stabilize the dam. In 1982, a complete reconstruction of the dam was carried out. Colwood was incorporated in 1985.

The foundation material is unknown, but a Thurber report of January 1982 “speculated that the dam was built of glacial till from the left abutment area dumped on an unprepared foundation”. There is no designed filter between the core and the shot rock. The crest width is approximately 10m and its length is approximately 45m. The slope of the downstream face is 1.5H:1.0V. The downstream face is blanketed with between 4.5 and 7.6m of coarse, durable shot rock. The crest elevation is 174.2m and the height of the dam is approximately 14m, as measured from the downstream toe.

The size of the watershed catchment area above the reservoir is not known. From the water licence, the impoundment volume is 92,500 m³. The maximum depth of the reservoir is approximately 6m. The full storage elevation at the spillway crest is 171.351m.

There is a 5.2m long 1800mm x 1200mm concrete culvert with a gravel path over it at the beginning of the spillway. The flow path of the spillway goes towards Latoria Road and eventually to Bilston Creek in open channels and culverts beneath cross roads.

Reference Material:

1. Dam Safety Review Lookout Brook Dam by Levelton Consultants Ltd. – January 24, 2013.
2. Operation, Maintenance & Surveillance (OMS) Manual for Dam Safety
3. Draft Emergency Preparedness Plan

This information may be reviewed by proponents at Colwood City Hall by appointment.

The City of Colwood takes no responsibility for the accuracy or completeness of the information described above.

6. Evaluation of Proposals

6.1. General

Proposals received will be evaluated by a committee that may include member(s) of City Council and City staff.

6.2. Technical Evaluation Criteria

The technical merits of proposals will be evaluated in accordance with the following criteria:

- a) The Firm(s) including:
 - i. Experience with similar projects;
 - ii. General related experience; and
 - iii. Local office resources, experience and operations.

- b) Personnel, Project Manager and Team Members including:
 - i. Experience on similar projects;
 - ii. Experience on related projects;
 - iii. Qualifications; and
 - iv. Local knowledge.

- c) Methodology including:
 - i. General approach;
 - ii. Team organization;
 - iii. Proposed activities;
 - iv. Project control and reporting;
 - v. Understanding of project objectives;
 - vi. Quality and presentation of the proposal;
 - vii. Proposed level of effort; and
 - viii. Attention to sustainability.

- d) Perceived overall value of services proposed.

Any sub-consultants will be evaluated using the same criteria.

7. Fees

7.1. Basis of Fees

Fees for the project will be charged on an hourly rate basis. A schedule of rates for each project personnel will be included with the proposal.

Expenses that will be charged will be described. The rate for non-invoice expenses, such as mileage, copying, faxing, per diem and other, will be described. Mark up on invoiced supported expenses, including sub consultants, will be described.

The hourly rates and upset amounts requested below for various aspects of the project will be considered in the evaluation. The lowest proposed fee rates or amounts will not necessarily be the principal factor in the award of the project.

7.2. Upset and Estimated Fees

An estimate of the time required for each task, the fee for the labour component and the expenses for each task of the Scope of Work, and others if suggested by the Proponent, shall be included in the proposal.

The estimated fee for each task shall be regarded as an upset amount and shall not be exceeded without prior approval of the City and such approval will only be considered for changes in the scope of the work required due to factors that could not have been anticipated with information available at the time of submitting the proposal.

8. Confirmation of Insurance

The Proponent will provide with the proposal confirmation and a description of the coverage of the professional liability insurance carried by each team member.

Upon acceptance of their proposal, the Consultant shall submit to the City a Certificate of Insurance containing the following:

- a) Provision naming the City as an additional insured to the Comprehensive General Liability Policy;
- b) Confirmation that the Comprehensive General Liability Policy contains a cross liability clause;
- c) Comprehensive General Liability Policy in an amount not less than \$2,000,000; and
- d) Liability insurance in an amount not less than \$2,000,000 with the Insurance Corporation of British Columbia on any licensed motor vehicles of any kind.

A minimum of 30 days written notice of cancellation of the mandatory Comprehensive General Liability Policy is required.

9. References

The Proponent will name two references who may be contacted concerning the performance of the Proponent on recent, similar projects.

10. Confidentiality

Each proposal and all information, materials and products included in a proposal submitted for this project shall be the sole property of the City of Colwood. Proponents should be aware that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FOIPPA). A Proponent may stipulate in their proposal that portions of the proposal contain confidential information and are supplied to the City in confidence. However, under FOIPPA the City may be obligated to disclose all or part of a proposal in response to a request made under that Act, even if the Proponent has stipulated that part of the Proposal is supplied in confidence. Proponents should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under FOIPPA.

11. No Contractual Obligations or Claims for Compensation

By issuing this Request for Proposals, the City is not seeking binding offers and no contractual obligations whatsoever shall arise between the City and any Proponent, including as a result of the issuance of this RFP or the submission of a proposal, unless the City and a Proponent execute and deliver a written contract for the provision of the services contemplated under this RFP. Without in any way limiting the foregoing, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the Request for Proposal, and by submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

12. Questions and Clarification

Questions or requests for clarification regarding this Request for Proposals shall be directed to:

Helen Lockhart, P.Eng.
City of Colwood
3300 Wishart Road
Colwood, BC V9C 1R1
Phone: 250-478-5999
Fax: 250-478-7516
e-mail: hlockhart@colwood.ca

13. Colwood – Consultant Agreement

The successful Proponent will be invited to enter into a Consultant agreement with the City of Colwood for the provision of consulting services. The agreement will be based on this RFP, the proposal submitted including the tasks to be carried out, the personnel committed, the fees to be charged and any negotiated changes to any of the foregoing.

14. Authorization

The proposal will be signed by a representative of the Proponent.

15. Submission Date, Time and Place

One signed copy of the proposal and one copy in PDF format will be delivered or mailed to the City of Colwood at the address given below:

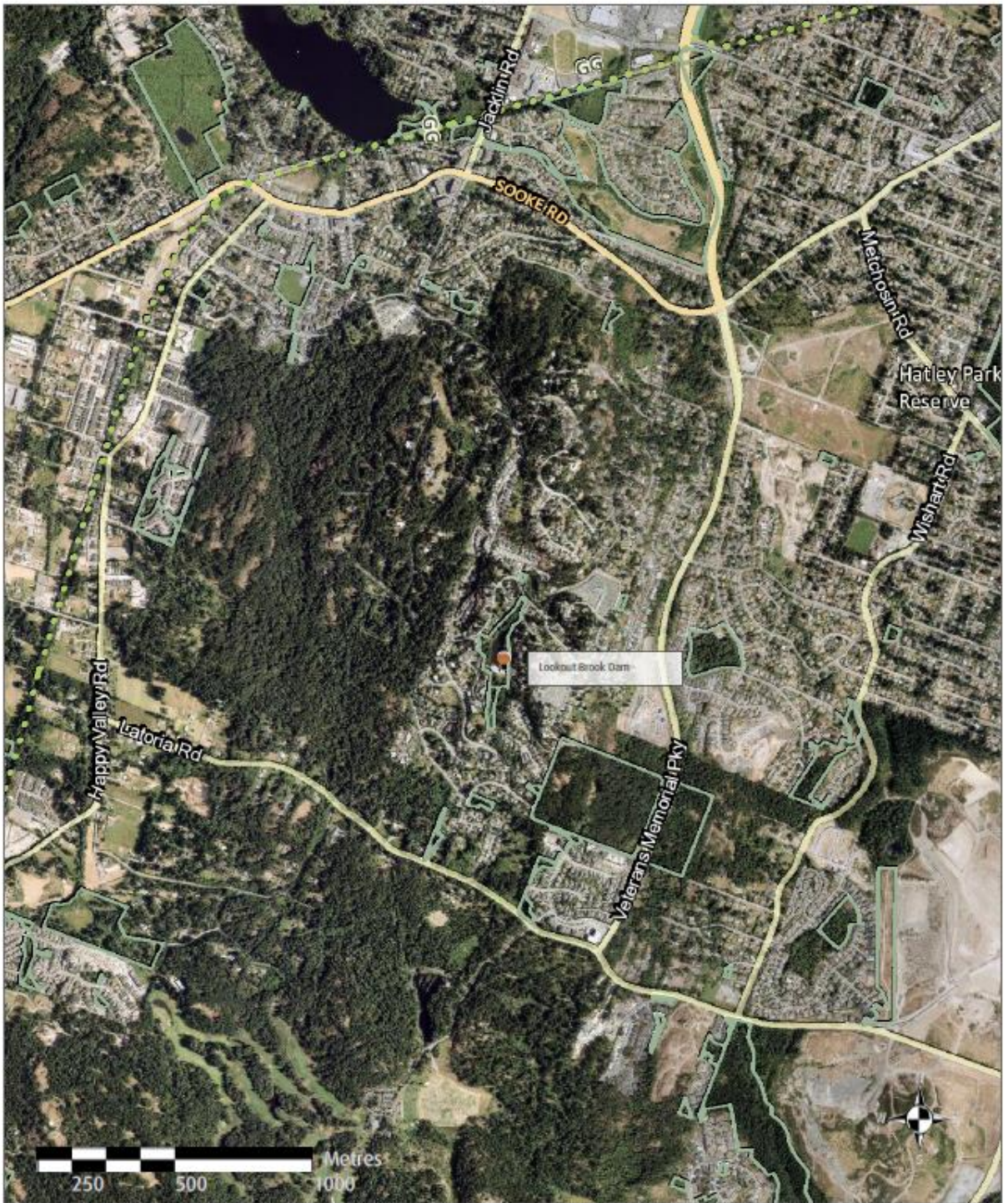
City of Colwood
3300 Wishart Road
Colwood, BC V9C 1R1
Phone: 250-478-5999

Proposals submitted by e-mail or fax will not be considered.

Proposals shall be enclosed in a sealed envelope and will be clearly marked “Proposal for Engineering Services for Lookout Brook Dam - RFP 2014-03.”

Proposals will be received at Colwood City Hall before 3:00 PM local time on Monday, July 28, 2014. It is the exclusive responsibility of the bidders to ensure that their proposal is received by the City of Colwood before this time and date.

Attachment 1



Location of Lookout Brook Dam

Attachment 2



Photograph 1 – Crest of dam



Photograph 2 – Upstream slope of dam



Photograph 3 – Upper portion of downstream slope of dam



Photograph 4 – Lower portion of downstream slope of dam