

REQUEST FOR PROPOSAL

RFP NO. ENG 26-05

Devonshire Catchment Sanitary Sewer Upgrades

DATE OF ISSUE: September 24, 2026

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1 INTRODUCTION

The Township of Esquimalt (Township) is inviting qualified engineering consultants (Consultants) to submit proposals to support an options analysis to upgrade the sanitary sewer infrastructure from Lampson Pump Station to the Capital Regional District's (CRD) Devonshire meter chamber at Dominion Road and Devonshire Road. Please refer to Figure 1, below.

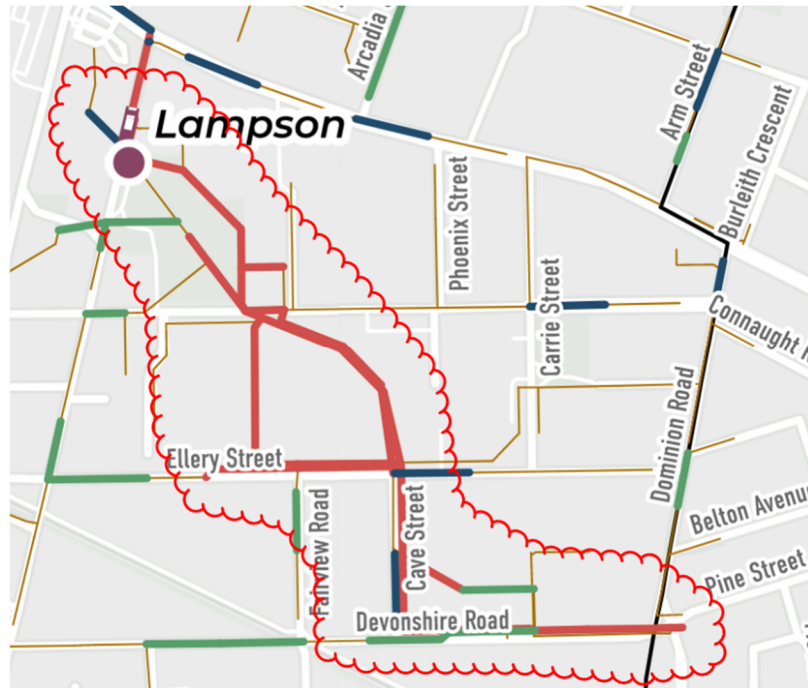


Figure 1. Project Extents

The Consultant shall undertake a comprehensive review of the existing wastewater catchment between Craigflower Road and the Devonshire Meter Chamber, develop alternative servicing strategies to address the current and future system requirements and present options to the Township. Following the completion of the options analysis phase, the Consultant may be retained to complete the subsequent design, tender preparation, contract administration and inspections. The successful proponent will enter into the Professional Services Agreement (see Appendix D) with the Township.

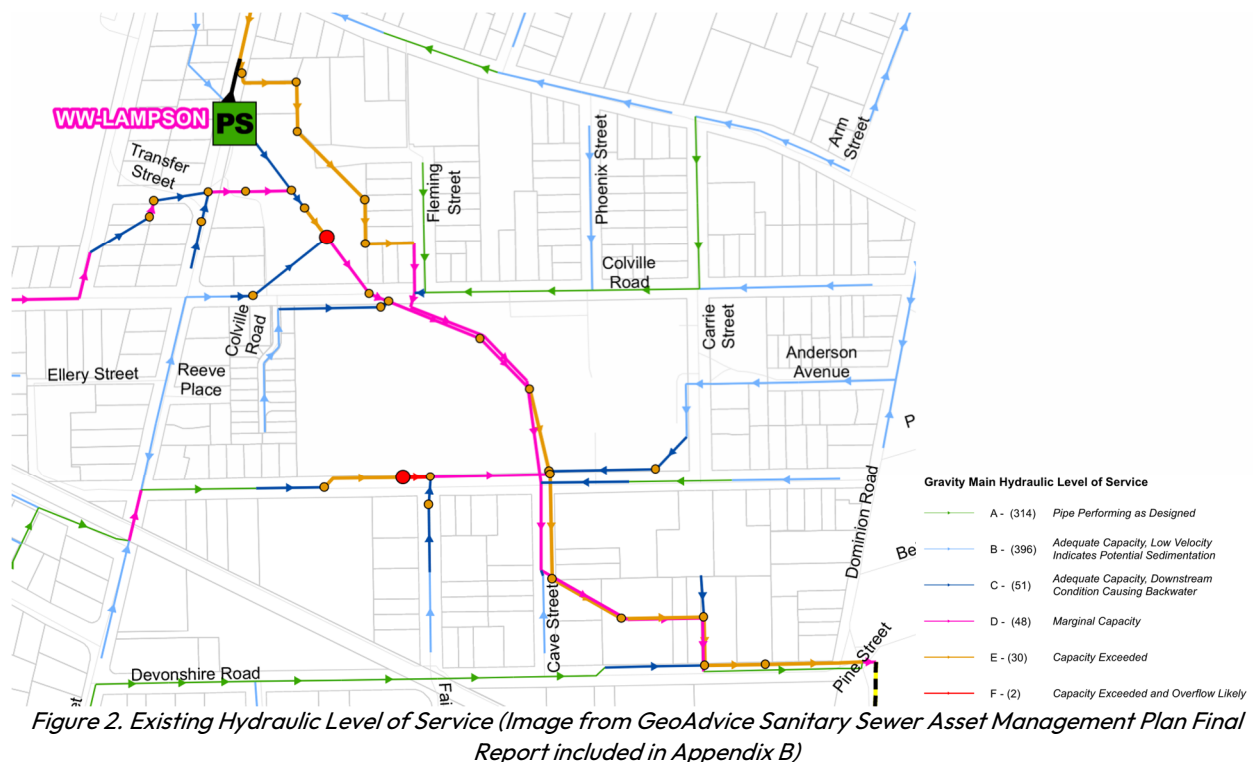
2 BACKGROUND

The Township of Esquimalt is committed to maintaining and improving its infrastructure through capital replacements/upgrades while addressing Inflow and Infiltration (I&I) to ensure reliable and efficient infrastructure for its residents. As part of this commitment, the Township is undertaking upgrades of the sanitary system within the Devonshire catchment area, as shown in Figure 1. The Township has considered different options proposed both by the Township and by GeoAdvice Engineering Inc. in the Sanitary Sewer Asset Management Plan (Appendix B). These preliminary concept design options are provided for reference only in Appendix A (by the Township) and Appendix B (GeoAdvice Sanitary Sewer Asset Management Plan). The consultant should not limit their analysis or proposed designs to these concepts and should consider all possible design concepts that may be suggested and developed.

The project area is relatively flat, with only minimal grades being met in the sanitary system. Some of the infrastructure has met or exceeded capacity and requires upgrading. The Township encourages Consultants to consider all reasonable design options, analyse each, and present the recommended options for the Township's consideration. When reviewing alternate solutions to upgrade the sanitary infrastructure in the defined project area, shown in Figure 1, the consultant is expected to include, but is not limited to, a review of the existing and anticipated future capacity deficiencies, redundant infrastructure that may be able to be removed or reduced, and overall improvements and efficiencies to the system. The design concepts should consider both gravity and force main solutions.

There may be areas identified in the project design where less traditional or alternative methods should be proposed due to site or budget constraints. Consultants are encouraged to explore and propose alternative methods for the design of this project as required.

Figure 2, below, is an image from the GeoAdvice Sanitary Sewer Asset Management Plan Final Report dated April 17, 2025, which can be found in Appendix B for reference. The existing capacity through this portion of the sanitary system are showing as pink, red, or orange, indicating either marginal capacity, capacity exceeded, or capacity exceeded and overflow likely, respectively. The red manhole symbol indicates a flooding manhole.



As the Township continues to grow and develop, so will the demand on the existing infrastructure. It is important to consider future growth as designated in the Township's Official Community Plan when reviewing the existing system and designing for future capacity and demand to ensure this project will continue to serve the Township well into the future.

3 SCOPE OF WORK & PROJECT DELIVERABLES

The scope of work is divided into four sequential phases. The Township intends to award Phase 1 initially, with Phase 2-4 progressing subject to Council direction, funding approval, and Consultant performance.

Phase 1 – Conceptual Design and Costing

The Consultant will:

- Host a Kickoff Meeting.
- Complete Baseline Data Collection / Survey and Assembly.
- Complete a Site Walk-Through with the Township.
- Lead a structured options analysis for upgrading the sanitary sewer network from the Lampson Pump Station to the Devonshire Meter Chamber (see Figure 1).
 - Evaluate existing and projected capacity deficiencies and reduce or eliminate redundant infrastructure where feasible.

- Determine the initial capital costs, long term maintenance costs, construction feasibility, and associated risk for each design option.
 - Prepare preliminary designs and comparative Class D-level cost estimates for each option for Township staffs' consideration.
- Recommend the preferred options and provide recommended project phasing based on the Township's annual budget for this work.
- Prepare a memo to staff recommending the favoured option.

Phase 2 – Detailed Design Services (Conditional)

The Consultant will:

- Submit 60% Design Drawings & Class C Cost Estimate / Quantities Submission
- Submit 90% Design Drawings & Class B Cost Estimate / Quantities Submission
- Submit Issued for Tender Design Drawings & Class A Cost Estimate / Quantities Submission
- Prepare Issued-for-Tender drawings and specifications;

Phase 3 – Tender Support Services (Conditional)

The Consultant will provide:

- The final Tender Document;
- Technical Support;
- Site Meeting;
- Tender Award Recommendation;
- Issued for Construction (IFC) Drawings.

Phase 4 – Contract Administration and Inspection Services (Conditional)

The Consultant will provide:

- Design Modification Support;
- Contract Administration;
- Site Inspections as required;
- As-Built Survey and final close-out documentation.

Additional Notes:

- The Township intends to begin construction on this project in summer 2027.
 - Proponents are to propose detailed schedules as part of their submission.
- The design shall include all necessary designs, including but not limited to, civil and electrical.
- The options analysis should consider all reasonable design options.
 - While some of the existing sanitary sewer infrastructure is currently on private property, the Township would prefer, if possible, to route all sanitary sewer

infrastructure within the public right-of-way except for the infrastructure crossing Esquimalt High School's property, where it is acceptable to remain on School District property.

- Proposals should include costs to complete the designs for the project.
 - The Township expects consultants to price for efficiencies based on their proposed resources, methodology, and value-added services. In the Methodology section of the proposal, Consultants should identify any efficiencies they built into their pricing.
 - The Township requests each proponent include costing for Phases 1-4 in their proposal so the Township can obtain comparative costs for each Phase. Revisions to the scope of work for Phase 2-4 may be requested from the Consultant after the successful completion of Phase 1.
 - Pricing should be indicated clearly for each recommended construction phase as this project is expected to take multiple phases due to the significant size of the works and budget constraints. The Township has a budget of \$1.75M in 2027 and \$2M for 2028 for this project which should be considered when developing the construction phases. This annual budget is subject to change and council approval.
- At this time the Township will be proceeding with Phase 1 only. It is the Township's intention to continue Phase 2-4 with the Consultant chosen from this RFP, subject to future Council direction, project authorization, pricing and priorities.
- The Township reserves the right, at its sole discretion, to negotiate the continuation of services for Phases 2-4 with the successful proponent, subject to satisfactory performance, Council approval, funding availability, and mutual agreement on scope, schedules and fees.

4 DELIVERABLE DETAILS

PHASE 1 – Conceptual Design and Costing

- KICKOFF MEETING: Meet with the Township representative(s) to confirm project scope, roles, responsibilities, deliverables and timelines. The Consultant will identify any site-specific infrastructure challenged, information gaps, project risks, mitigation strategies, design consideration, and uncertainties. Township staff shall provide typical sewer design standards/criteria or other project-specific information.
- BASELINE DATA COLLECTION / SURVEY AND ASSEMBLY – Review and verify existing digital base plan information provided by Township for completeness and determine focus areas for additional survey pick-up with all survey work to be completed by the Consultant and scheduled to accommodate project timelines.

- **OPTIONS ANALYSIS** – The Consultant should include, but is not limited to, the following in their analysis,
 - Evaluate the existing collection system, catchment characteristics, and hydraulic performance.
 - Identify infrastructure constraints, capacity limitations, and opportunities for system optimization.
 - Develop and assess a range of servicing alternatives that:
 - Eliminate existing and projected capacity deficiencies within the project area.
 - Reduce or eliminate redundant infrastructure where feasible.
 - Minimize the extent of new shallow (<0.5%) gravity sewer construction.
 - Minimize capital costs and long-term operation and maintenance costs.
 - Improve overall sanitary system reliability, operability, and efficiency.
 - Compare alternatives using qualitative and quantitative criteria, including hydraulic performance, constructability, initial capital cost, lifecycle cost, operational requirements, maintenance implications, and future adaptability.
 - Recommend a preferred servicing strategy and provide clear justification.
 - Provide a class D cost estimate for each option.
 - Outline the recommended construction phasing for this project to allow the Township to manage budget and assets accordingly. The Township has a budget of \$1.75M in 2027 and \$2M in 2028 for this work, subject to change and council approval.
- **STAFF MEMO** – Prepare a memo to staff for their consideration of the recommended option, corresponding class D cost estimate, and project phasing.

PHASE 2 – Detailed Design Services (Optional)

- **60% DESIGN DRAWINGS & CLASS C COST ESTIMATE / QUANTITIES SUBMISSION** – Provide the Township with 60% design drawings and technical specifications/construction details, proposed sewer infrastructure details including, but not limited to pipe removals, materials, trenching, backfill, pipe bursting locations, manhole connections, and service reconnections, surface restoration, pump station upgrades, and other relevant drawing sets. Inclusion of an orthophoto base will be encouraged at this initial design stage.
Cost estimates will be prepared with relevant and recent unit rates and apply MMCD form of tender standards with supplementals as recommended from the Consultant or requested by the Township. The Consultant will be encouraged to highlight high-cost items and make recommendations to the Township for cost-saving opportunities.

A minimum of two weeks for review time by Township departments and relevant external agencies can be anticipated.

- **90% DESIGN DRAWINGS & CLASS B COST ESTIMATE / QUANTITIES SUBMISSION** – Provide the Township with all relevant 90% drawing sets informed by feedback from staff on the 60% drawing set. Provide the Township with a minimum of one week of review time.
- **ISSUED FOR TENDER DESIGN DRAWINGS & CLASS A COST ESTIMATE / QUANTITIES SUBMISSION** – Submit signed and sealed final detailed design drawings, final unit price and quantities in hardcopy and digital format (AutoCAD® 2018 or later).

PHASE 3 – Tender Support Services (Optional)

- **TENDER DOCUMENT**: Provide the Township with a completed MMCD tender document. The Township will be responsible for posting the tender.
- **TECHNICAL SUPPORT** – Act as the Township’s technical Consultant during the tendering process responding to tender enquiries.
- **SITE MEETING** – Attend site meetings if required to answer questions and inform cost and scheduling related considerations.
- **TENDER AWARD RECOMMENDATION** – Provide a written recommendation for tender award.
- **ISSUED FOR CONSTRUCTION DRAWINGS (IFC)** – Update IFT’s to IFC drawing set following revisions with contractor through the tendering process.

PHASE 4 – Contract Administration and Inspection Services (Optional)

- **DESIGN MODIFICATION SUPPORT** – The Consultant will provide services and an allowance to accommodate any design changes through the construction process as requested by the Township and to the satisfaction of the projects engineer of record. An allowance of 10% of Phase 4 proposal fees or otherwise agreed to fee allotment will be confirmed in advance of the Township awarding Phase 4 of the work plan.
- **CONTRACT ADMINISTRATION** – The Consultant is to provide contract administration and certify progress payments for the construction services phase. Consultant to define required level of effort to adequately oversee the project delivery.
- **INSPECTION** – Provide site inspections during construction to provide technical guidance, on-site project management, and to ensure adherence to the contract specifications by the contractor as per requirements of most recent MMCD contract documents. Photo documentation, bi-weekly project updates and quantities variances should be a part of regular duties. Consultant to define required level of effort to adequately oversee the project delivery. Level of effort may vary based on the complexity of construction activities.

- Variability in the level of effort to match the complexity or pace of construction should be considered when developing the fee schedule for both Construction Administration and Inspection services.
- AS BUILT SURVEY – Provide as-built survey and drawing preparation within 3 months after substantial completion.
- AS BUILT DRAWINGS – One (1) signed and sealed hardcopy set and one (1) PDF digital version of the as-built drawings. One (1) digital copy of the as-built drawings in the Township's defined coordinate system (AutoCAD® 2018 or later format).

5 DESIGN REQUIREMENTS

- Designs are to be based on *MMCD 2019 Edition* standard specifications and detail drawings with guidance from all necessary industry practices and guides. The successful Consultant is to develop standard specifications for projects of a similar nature to the above.

6 OUT OF SCOPE

The following tasks are out of scope for the successful Consultant:

- Public engagement

7 RFP SCHEDULE

The RFP schedule for this Work is as follows:

- RFP issued on September 24, 2026;
- RFP closes on October 28, 2026, at 2:00 P.M. local time;
- The Township intends to award the contract at the Esquimalt Council Meeting on November 16, 2026. To meet this timeline, no extensions are anticipated.
- It is the Township's expectation that work will progress in an organized and timely manner, with construction of the first phase of this project set to begin in summer 2027.

8 PROPOSAL ENQUIRIES

All enquiries should be written and directed to:
Kyla Kay, P.Eng, PMP
Project Manager
Email: engineering@esquimalt.ca

Enquiries can be made up to 4:00pm local time on October 21, 2026.

9 PROPOSAL REQUIREMENTS

Proposals are to be submitted by email to the Project Manager's email address as indicated above in the Proposal Enquiries Section. Proposals will be clearly laid out to address the items listed below:

- **Title page:**
 - Reference the RFP number and title, the firm's address, the name and number of the contact person and the date of the Proposal.
- **Table of Contents**
- **Section 1 – Scope of Work and Methodology:**
 - The Consultant will outline their understanding of the Scope of Work and how they will deliver this work, including the following:
 - Clear understanding of the project objectives and expected deliverables;
 - Proposed methodology for each phase of the deliverables;
 - Identifies what the Proponent can offer as value added services to the Township.
- **Section 2 – Schedule:**
 - Provide a schedule that shows completion of the work based on the Scope of Work and Project Deliverables provided.
- **Section 3 – Consultants and Staff Qualifications and Roles:**
 - The Consultant shall provide information on key individuals that will be undertaking this work and their capacity to complete this work. This information should highlight how the various individuals will be involved in the project and their relevant experience.
 - If a sub-consultant/contract is to be utilized, this information should also be supplied.
 - The Consultant shall also provide a brief corporate profile, covering the company's history, office location(s), the corporate operating philosophy, etc.
- **Section 4 – References:**
 - Provide a minimum of 3, maximum of 5 selected projects. Provide details on past projects the Consultant has completed that are similar to the tender project and demonstrate the Consultant's suitability.
 - Each reference shall contain the following:
 - Name of the consultant team member who worked on the project;

- Position of contact person held in the previous project;
- Phone number and email address;
- Project name/description/cost of project;
- Name and contact information for reference contact.

▪ **Section 5 – Fee Proposal:**

- Provide a fee proposal for the required scope of work to complete the deliverables, including rates for the personnel identified in Section 3, a breakdown of hours, and information on all additional rates such as office charge, administration, disbursements, travel (etc.).
- At a minimum, the proposal should align with the four phases listed in the Deliverables.

▪ **Section 6 – Insurance:**

- Provide information that details the Consultant's ability to secure insurance that meet the requirements of the request for proposal.

10 AVAILABLE INFORMATION

The following information is available to the Consultant:

- Cadastral drawing of the Township (AutoCAD)
- Access to the Township GIS database
- Preliminary designs shown in Appendix A in AutoCAD
- Devonshire Pump Station Flow Reports for 2026 (Appendix D)
- Professional Services Agreement (Appendix E)
 - Standard Contract for Services – Township of Esquimalt.

11 EVALUATION CRITERIA

The following criteria outlined below will be utilized in the evaluation of the Proposals.

Criterion	Weighting
Fee Proposal	30%
Project Team Experience and Capacity	25%
Project Understanding & Methodology	25%
Project Schedule	10%
References	10%

12 GENERAL INSTRUCTIONS FOR THE PROPONENTS

The following instructions, terms and conditions apply to all Proposals related to this Request for Proposal.

- 12.1 The Corporation of The Township of Esquimalt expressly reserves rights to the following:
- 12.1.1 To accept any Proposal;
 - 12.1.2 To reject any and/or all irregularities in the Proposal submitted;
 - 12.1.3 To reject any and/or all Proposals;
 - 12.1.4 To accept a Proposal that is not the lowest cost;
 - 12.1.5 To make decisions with due regard to quality of service and experience, compliance with requirements and any other such factors as may be necessary in the circumstances;
 - 12.1.6 To work with any Participant whose Proposal, in the opinion of the Management, is in the best interest of The Township;
 - 12.1.7 To cancel or re-issue the RFP.
- 12.2 All Proposals must be submitted to the Engineering Department, by email to the following:
- All enquiries should be written and directed to:
Kyla Kay, P.Eng, PMP
Project Manager
Email: engineering@esquimalt.ca

The Proposal is to be saved as an email attachment in PDF File format. The body of the email must reference the title of the proposal. Do not include your fee in the body of the email, as the attachments will not be opened until the Proposal closing time:

October 28, 2026 2:00 P.M. local time

- 12.3 A Proposal will not be considered if it is deemed to be incomplete in any fashion or unsigned by the appropriate authority.
- 12.4 Any Proposal received after the hour and date specified will not be considered and will be returned unopened.
- 12.5 Telephoned or faxed Proposals will not be accepted.
- 12.6 Modification of a Proposal after RFP closing date will result in the return of the Proposal.
- 12.7 Any contract that may be entered into as a result of this Proposal will be subject to the laws of the Province of British Columbia.
- 12.8 It is the responsibility of the Proponent to thoroughly examine these documents and satisfy itself as to the full requirements of this RFP.

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- 12.9 While The Township has used considerable effort to ensure an accurate representation of information in this RFP, the information contained herein is supplied solely as a guideline for Proponents. The information is not guaranteed to be accurate, nor is it necessarily comprehensive or exhaustive. The Township will assume no responsibility for any oral information or suggestion(s).
- 12.10 Proponents are solely responsible for their own expenses in preparing a response and for subsequent negotiations, if any. If The Township elects to reject all responses, The Township will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the response, loss of any anticipated profit in connection with any final contract, or any other matter whatsoever.
- 12.11 All documents, reports, proposal submissions, working papers or other materials submitted to The Township shall become the sole and exclusive property of The Township and as such, are subject to Freedom of Information Legislation. To request documentation confidentiality, proponents must submit a covering letter, with their proposal, detailing the specifics of their request.
- 12.12 Except as expressly and specifically permitted in these General Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in the RFP, and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.
- 12.13 The Proponent warrants that the Proponent is not employed by The Township, nor is an immediate relative of such an employee, if the goods or services to be supplied under this Proposal are intended to be supplied to the department in which such employee works.
- 12.14 If the Proponent is a company, the Proponent warrants that none of its officers, directors or employees with authority to bind the company is an immediate relative of employees of The Township, if the goods or services to be supplied under this proposal are intended to be supplied to the department in which such employee works.
- 12.15 In this section "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a municipal employee.
- 12.16 If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of The Township with respect to the Proposal, whether before or after the submission of the Proposal, The Township shall be entitled to reject or not accept the Proposal.
- 12.17 The key personnel named in the Proponents RFP response, shall remain in these key positions throughout the project. In the event that key personnel leave the firm, or for any unknown reason are unable to continue fulfilling their role, the Proponent must propose a suitable replacement, and obtain written consent from The Township. Acceptance of the proposed replacement is at the sole discretion of The Township.

- 12.18 Any and all addendums to this RFP opportunity will be forwarded to all prospective Proponents. It is the sole responsibility of participants to ensure they have provided accurate contact information to receive all addendums prior to RFP closing.
- 12.19 Proponents responding to this competitive process agree to the terms and conditions of the Proposal opportunity as issued by The Township. Submissions shall not contain any alterations to the posted document other than entering data in the spaces provided or including attachments as necessary. Participants who alter the document as issued may be disqualified from this competition.
- 12.20 The Proponent shall indemnify and save harmless The Township and its officials, officers, employees and agents from any claim, lawsuit, liability, debt, demand, loss or judgment (including costs, defence expense and interest) whatsoever and howsoever arising either directly or indirectly as a result of the granting of this contract or the use of The Township's property or facilities.
- 12.21 The Proponent shall waive all rights or subrogation or recourse against The Township as a result of the granting of this contract or the use of The Township's property or facilities.
- 12.22 The Proponent shall indemnify and pay The Township promptly, on demand for any loss or damage to The Township's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this contract.
- 12.23 The successful proponent must possess an inter-municipal or non-resident business licence and will be required to provide evidence of same.
- 12.24 The Proponent must be registered and remain in good standing, throughout the terms of this contract with WorkSafeBC and will be required to provide evidence of same.

INSURANCE

- 12.24.1 The Proponent shall, at their own expense, provide and maintain until the completion of the Project the following insurance in a form acceptable to The Township with an insurer licensed in British Columbia:

12.24.1.1 Comprehensive General Liability Insurance	\$2,000,000.00
12.24.1.2 Professional Liability	\$1,000,000.00

- 12.24.2 The Proponent shall provide and maintain Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 and Professional Liability with a minimum limit of \$1,000,000 inclusive per occurrence, for bodily injury, death and property damage. Such policy shall include:

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- 12.24.2.1 The Township and its officers, employees, officials, agents, representatives and volunteers as Additional Insured
- 12.24.2.2 Cross liability and a waiver of subrogation or recourse against The Township
- 12.24.2.3 Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of The Township, to be delivered by registered mail to the attention of the Risk Manager at the address of Municipal Hall.
- 12.24.3 The Proponent shall be responsible for any deductibles or reimbursement clauses within the policy.
- 12.24.4 The Proponent shall provide The Township with a Certificate of Insurance prior to the commencement of the Proponent programs and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.
- 12.24.5 The Township shall be under no obligation to verify that the coverage outlined above in this agreement is adequate for the needs of the Proponent.
- 12.24.6 The successful Proponent will enter into a contract in the format as in the attached in Appendix D, including all conditions included in the RFP.
- 12.24.7 All Proposals shall be irrevocable to remain open for acceptance for at least (60) sixty days after closing time, whether or not another Proposal has been accepted.
- 12.25 BEST OFFER
- 12.25.1 The Township will notify the successful Proponent that its Proposal has been selected as the Best Offer.
- 12.25.2 A contract is formed only when the owner issues a purchase order to the selected Proponent who has submitted the Best Offer.

APPENDIX A
Preliminary Design Options for Consideration by Township Staff

APPENDIX B
GeoAdvice Final Report – Sanitary Sewer Asset Management Plan

APPENDIX C
Urban Systems Esquimalt Lift Station Condition Assessments Memorandum

APPENDIX D
2026 CRD Wastewater Flow Reports - Devonshire Pump Station

APPENDIX E
Professional Services Agreement