



**CITY OF CRANBROOK
REQUEST FOR QUOTATION**

**Condition Assessment of Airport Water/Sewer System – CONSULTING SERVICES
CRA2023-Q-003**

Background

The City of Cranbrook wishes to complete a condition assessment of the water and sewer systems at the Canadian Rockies International Airport.

Project Description

The City requires professional consulting services for the creation of a Water/ Sewer system assessment. The Condition Assessment will have two major objectives. This first is a condition evaluation of existing water and sewer system components and an estimated replacement timeline for these components. The second is an assessment for potential upgrades of systems to ensure compliance with regulations and best practices. The outcome of the work will be a report to be used for future capital works planning.

Information Available

For the purposes of providing background information, the following documents are attached as reference:

[Appendix A - 01-140507-0003 Plan-Profile](#)

[Appendix B - 01-140507-007-0006 Watermain Details](#)

[Appendix C - 01-140507-0010 Reservoir and Site Plan](#)

[Appendix D - Upper pumphouse meter readings](#)

[Appendix E - Lower pumphouse monthly inspections 2022](#)

Should additional information, clarification or confirmation of provided information be necessary to complete the work the successful Proponent shall notify the City in writing immediately.

All information will be provided on an as-is basis, and although the City of Cranbrook has compiled and reviewed the information for general accuracy and correctness, the City of Cranbrook offers no guarantees that the information or any portion thereof is correct and will not retain any liability as a result of its use. Any design assumptions using this information must be checked against all other available data. Assumptions for critical infrastructure elements where failure or reduced infrastructure capacity would put the City at risk must be clearly communicated to the City of Cranbrook.

General Requirements

The following defines the general requirements for the delivery of design and project administration requirements.

- i. The City of Cranbrook requires professional services to conduct an assessment of the Airport's Water and Sewer system and to detail the findings of the assessment in a report.
- ii. The City of Cranbrook requires consulting services that are both effective and efficient in their delivery. The Consultant shall submit a proposed scope for review by the City before proceeding with the work. The scope shall include any investigation or information gathering work that may be required.
- iii. The process will start in Q3 of 2023 and completion prior to Q2 2024.
- iv. The Consultant will be responsible for reviewing, understanding, and incorporating all information provided by the City of Cranbrook or made readily available by visiting and investigating the project site.
- v. The Consultant will not be compensated for any extra or additional work undertaken as a consequence of errors or omissions due to failure to incorporate any information provided by the City of Cranbrook or made readily available by visiting and investigating the project site and adjacent areas.
- vi. The Consultant may not incorporate, add, affix, or include any disclaimers or qualifying statements to any drawings or submissions to the City of Cranbrook that would remove themselves from being professionally responsible for the work that they will undertake.
- vii. The City of Cranbrook is the rightful owner of all designs, drawings, surveys, studies, models, documents, and data created for the city for the City's benefit as a result of any work undertaken by the proponent for the city.

Scope of Work

The following will define the tasks and components required for the delivery of the plan and project management services related to the project. The professional services required will entail the following:

- I. Provide project management services with relation to the Assessment of Airport Water/Sewer System
- II. Complete an asset inventory in format that can be converted into GIS.
- III. Undertake a comprehensive review of the Water System including but not limited to:
 - a. Assessment of water supply and treatment system. (Well pump test and flow rate, cisterns, current sampling, IH and regulatory requirements)
 - b. Water Distribution System Condition including pumps, pressure relief valves, valves and piping.
- IV. Undertake a comprehensive review of sewer system components:
 - a. Air Terminal Building Septic Tank
 - b. Piping
 - c. Airport Septic Field

- V. Based on the infrastructure reviews prepare a **Summary Asset Management Plan** including Asset ID, Material, Diameter, Age, Estimated Lifespan, Useful Lifespan Remaining, Replacement Timing, Replacement Cost(in 2023 dollars)

Project Deliverables

- I. Executive Summary
- II. Asset inventory in format to be converted into GIS.
- III. Water Supply and Treatment System Condition Assessment, Analysis and Recommendations.
- IV. Water Distribution System Condition Assessment, Analysis and Recommendations.
- V. **Summary Asset Management Plan**

Project Team

This project is complex and not suited to the use of junior personnel in key positions. The Consultant's project manager will be a senior member of the staff. As part of the work, they will attend the site prior to undertaking the work and be available to the site as required.

The Proponent must submit information on the project team members and should include current references and contact information supporting their abilities and experience. The Proponent must submit a project summary with references for three similar sized projects undertaken by the project manager.

The Consultant will appoint a project team as per the titles, roles, experience and abilities as specified below. These team members will be directly responsible for their roles and will be the individuals directly undertaking the majority of their work as it is defined. The Consultant shall not replace or substitute members of the project team without prior approval in writing from the City. The City will require any replacement or substitute to be of equal experience and ability to its own satisfaction.

Proponent must include in their Quote, a minimum of three project references of similar size and scope completed for local governments in Canada. Project references must include the name and contact information for the primary contact.

Project Manager

- Responsible for the delivery of the General Requirements and Scope of Work;
- Responsible to manage and supervise all consulting staff and sub consultants;
- Responsible to not exceed allotted budgets
- This person will be the main point of contact for the City for any changes or submissions related to the project scope, costs, or terms of the Contract; and
- Experience must show a minimum of 10 years and 10 projects of similar size, scope, and value.

Sub Consultants

- Responsible for all duties and coordination of the design team.
- The proponent shall define the team of sub consultants that will be required to complete the project.

Field & Training Staff

- Qualified and responsible for conducting construction site checks; and

- Shall be readily available and local to the area.

Submission Requirements

All submissions must include:

- A brief description of the proponent's organization, size, services provided and areas of expertise;
- Information on project team members as specified above;
- Must clearly address all project objectives as indicated above; and
- Provide descriptions of at least three completed projects similar to listed above including a brief summary and client reference.

Submission Assessment

Project Budget

The total 2023 budget for the project portion is a maximum of \$30,000 including provincial sales tax.

Fees for Service:

Fees should be quoted as follows:

Consulting Team Member	Disciplines	Hourly Consulting Rates	Per Diem

Please forward your quote, via email, with the subject line “Condition Assessment of Airport Water/Sewer System – CONSULTING SERVICES CRA2023-Q-003”, by 4:30 p.m. (MST) no later than Thursday, September 22, 2023 to:

Jamie Roche, Operations Manager, Canadian Rockies International Airport
Email: jamie.roche@cranbrook.ca
Phone: (250) 426-7913

Your quotation will hold the price for 60 days after the closing date.

Late quotations will be rejected.

Emailed submissions are acceptable.

The City of Cranbrook reserves the right to reject any or all quotations or to accept the quotation deemed most favorable in the interest of the City. The lowest or any quotation will not necessarily be accepted. Should only one submission be received, the City reserves the right to negotiate pricing.

The selected vendor shall review and sign the City of Cranbrook Standard Terms and Conditions of Purchase as attached.

**THE CORPORATION OF THE CITY OF CRANBROOK
STANDARD TERMS AND CONDITIONS OF PURCHASE**

Offer and Acceptance:

The Supplier, by the acceptance of a contract and/or purchase order enters into a binding agreement of purchase and sale with the City of Cranbrook (the "City") for the supply of the goods and services subject to these terms and conditions.

The City's placement of the contract and/or purchase order with the Supplier is expressly conditioned upon the Supplier's acceptance of all the terms and conditions.

1. Purchase Orders:

All purchases of goods and services over \$200 require a purchase order. City staff will provide the Supplier with a purchase order number at the time the order is placed or shortly thereafter. The purchase order authorizes the Supplier to provide only the specified goods and services at the price indicated. In some cases, where there are liability, labour or performance completion issues, the City may require the Supplier to sign a contract.

2. Required Documentation:

Failure to meet these requirements may result in the goods and/or invoices being returned at the Supplier's cost.

1. The purchase order number must be shown on all related invoices, shipping papers, transportation bills, packages, packing lists, and correspondence.
2. A packing list must be included with each shipment.
3. A separate invoice must be rendered for each order and for each shipment or delivery. Goods and Services Tax (GST) and Provincial Sales Tax (PST) must be shown separately on the invoice.
4. All applicable transportation charges must be prepaid unless instructions to the contrary appear on the face of the purchase order.
5. Where applicable, serial numbers are to be shown on the invoice including serial numbers of trade-in equipment.
6. The Supplier shall provide all the necessary training and instruction to its personnel, representatives and agents in the storage, handling and use of any product classified as a "Controlled Product" under WHMIS. The Supplier will provide the appropriate labels and material safety data sheets (MSDS) for WHMIS regulated products. No product containing asbestos shall be supplied at any time without written authorization. The Supplier will ensure and fully comply with the Transportation of Dangerous Goods Act and Regulations when shipping goods to the City.

3. Invoices and Payment:

Invoices shall be sent to:

City of Cranbrook
Accounts Payable
40 -10th Ave. S.
Cranbrook, BC V1C 2M8
ap@cranbrook.ca

Payment by the City shall be made after final acceptance by the City of the goods and services, notwithstanding any previous passing of title to the goods.

Payment terms are net thirty (30) days and begin the date the Accounts Payable department receives the invoices.

Unless otherwise stated, funds are payable in Canadian dollars.

Prices are to include all packing, handling, taxes, duties and are otherwise all-inclusive.

4. Customs:

For any shipments originating outside of Canada, the Supplier shall attach all required customs documents to the shipment. Payment of duties will be as per the terms of the purchase order/contract. The City's Custom Broker Contact Information: H.H. Smith Ltd., P.O. Box 30, Coutts, AB, T0K 0N0. Phone (403) 344-3822, Fax (403) 344-3027.

5. Delivery:

Time is of the essence. The Supplier must immediately advise the City of a shortage or delay of any kind. If delivery of goods and services is not completed by the date required, the City reserves the right to terminate this contract and/or purchase order in whole or in part and to purchase substitute goods and services elsewhere and charge the Supplier with any incidental or consequential damages that might be incurred.

The City shall not be liable for failure to take delivery of the goods and/or services ordered herein due to labour difficulties, acts of God, fortuitous events or other causes of a like or unlike nature reasonably beyond its control. Deliveries not taken during such period may be eliminated from this order at the City's option without liability on its part.

6. Changes/Modifications/Termination:

The City reserves the right at any time, to cancel or terminate this order in whole or in part by written or verbal notice confirmed in writing, or to make changes in any one or more of the following: quantity, specifications, methods of shipment or packing, and place or timing of delivery. If any such change causes an increase or decrease in the cost of, or the time required for performance of this contract and/or purchase order, an equitable adjustment shall be made in the price or delivery schedule, or both. No agreement or understanding to modify this contract and/or purchase order shall be binding upon the City unless in writing and signed by the City's authorized agent.

7. Inspection

All goods and services purchased hereunder are subject to inspection and approval upon delivery at the City's place of business. The City reserves the right to reject and refuse acceptance of goods and services which are not in accordance with the City's specifications or not in compliance with the Supplier's warranty (expressed or implied). Goods not accepted will be returned to the Supplier at the Supplier's expense. Payment for any good or service hereunder shall not be deemed an acceptance thereof. In the event the City judges the quality of the article, material or service to be deficient, the City may cancel the order by returning the goods at the Supplier's expense and debiting the Supplier's account with the original purchase cost.

8. Title:

The City shall not be deemed to accept the merchandise until the City actually receives, inspects and accepts such merchandise at its place of business. Insofar as the order specifies FOB point, the City shall accept title for the goods at that point only. Materials not sold FOB destination must be prepaid and charged. Transportation charges, other than postage, must be supported by documentation. Materials shipped parcel post must be insured. COD charges will not be accepted.

9. Risk of Loss:

Risk of loss or damage of the goods and services provided under this contract and/or purchase order shall not pass to the City until delivery at its place of business.

10. Holdback:

For the supply of both materials and services, holdback of payment may be made in accordance with the requirements of the *Builder's Lien Act of BC*.

11. Shipping containers:

All packing cases, bales and cartons, etc. in which the articles or materials may be shipped shall become, without charge, the City's property on receipt, unless otherwise stipulated.

12. Warranty:

Without limitation to any additional warranties provided by the Supplier, whether indicated on the face of the purchase order or otherwise provided, the Supplier warrants that:

1. All goods shall be of merchantable quality and free from defects in workmanship and materials;
2. All goods shall strictly conform to applicable samples, specifications and drawings;
3. All goods and services shall be fit for the purpose intended by the City;
4. All goods shall be free and clear of all liens, charges and encumbrances;
5. The goods and services shall comply with the standards set forth by applicable federal, provincial, municipal and industry regulatory agencies;
6. The shipping and handling of any hazardous material will be made in accordance with all applicable laws and regulations; and
7. The goods and services shall comply with all applicable environmental protection laws and regulations.

Unless a longer warranty period is specified in the contract and/or on the purchase order or is otherwise provided, the foregoing warranty shall be valid for one year from the date of acceptance of the goods and services by the City. If at any time prior to the expiration of any applicable warranty period, any weakness, deficiency, failure, breakdown or deterioration in workmanship or material should appear or be discovered in the goods or services furnished by the Supplier, or is the goods and services do not conform to the terms and conditions of the contract and/or purchase order, the City may at its option:

1. Require the Supplier to promptly replace, redesign or correct the defective and non-conforming goods and services at no expense to the City, or
2. The City may replace or correct the defective goods and services and charge the Supplier with all expenses incurred by the City. The Supplier agrees to indemnify and save harmless the City, its members, officers, employees, assigns, agents, clients and the public from any liability, loss, cost and expense arising either directly or indirectly, from breach of any warranty given by the Supplier hereunder.

13. Assignment:

No right of interest in this contract and/or purchase order shall be assigned by either party without the written consent of the other, and no delegation of any obligation owed, or of the performance of any obligation by either the City or Supplier shall be made without the written consent of the other party.

14. Imports:

If the Supplier manufactures or purchases any goods involved in this contract, outside of Canada, he must ensure that he, his agent, or representative is the "Importer of Record" for customs purposes.

15. Tax and Duties:

The Supplier agrees that all Canadian Goods and Services Tax (GST) Provincial Sales Tax (PST) and/or Customs Duty entitlement provided for by the Excise Tax and/or Customs Tariff Acts and all tax duty rate decreases and/or exemptions, resulting from amendments reclassifications, remissions or clarifications thereof on tax and/or duty - applicable priced goods/materials involved, whether recognized or not at the time the order is awarded, shall be passed onto the City. Otherwise said order is based on the specific GST/HST and/or Customs Duty status shown, which must be adhered to and all invoice billings must agree accordingly.

16. Insurance:

All Suppliers/Contractors providing services to the City are required at a minimum to carry \$2,000,000 Commercial General Liability Insurance with the City of Cranbrook named as an additional insured party. The City reserves the right to modify the type of insurance coverage and the coverage amount required to be carried by the Supplier/Contractor. Proof of insurance must be provided to the City prior to commencement of work.

17. Business License:

All Suppliers/Contractors conducting business within City limits will have a valid City of Cranbrook business license if required as per City of Cranbrook Business License Bylaw No. 3194 as amended from time to time or replaced. The Canadian Rockies International Airport is considered within City limits.

18. WCB:

The Supplier/Contractor shall maintain an account in good standing with WCB and shall, upon City request, provide a letter from WCB so stating, prior to commencement of work. The Supplier/Contractor shall ensure compliance by both itself and its Sub-contractors with the *Worker's Compensation Act* and regulations.

19. Patents:

The Supplier undertakes and agrees to defend at Supplier's own expense, all suits, actions or proceedings in which the City or the users of any of the City's merchandise are made defendants for actual or alleged infringement of any US, Canadian or foreign letters patent resulting from the use or sale of the items purchased hereunder, and further agrees to pay and discharge any and all judgments or decrees which may be rendered in any such suit, action or proceeding against such defendants herein.

20. Gifts, Gratuities, and Staff Discounts:

The City of Cranbrook has strict standards against City employees accepting gifts, gratuities or staff discounts as a result of their employment with the City. Items of nominal value, such as pens and calendars, used in the course of employment are exempt.

21. Indemnification:

The Supplier, by acceptance of the contract and/or purchase order, shall indemnify and hold harmless the City of Cranbrook, its agents, and employees, from and against all loss or expense by reason of the liability imposed by law upon the City of Cranbrook its agents and employees for damages because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property, including loss of use thereof, arising out of or in consequence of the performance of this work.

22. Conflict of Interest:

It is the Supplier's sole responsibility to disclose to the City in writing, prior to supplying goods and/or services, any actual, perceived, or potential conflict of interest and any existing business relationships it may have with the City of Cranbrook, its elected or appointed officials or employees.

23. Compliance with Laws:

In accepting the contract and/or purchase order, the Supplier represents that it has complied and will continue during the performance of this contract and/or purchase order to comply with the provisions of applicable third party contracts, and all applicable federal, provincial and municipal laws and regulations. The laws of British Columbia govern this agreement.

24. Freedom of Information:

The City of Cranbrook is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. All Suppliers are therefore advised that any invoices, quotes, price offers or estimates received by the City will be treated as a public document and the contents therein may be disclosed upon written request if required to do so pursuant to the Act.