



Request for Proposals - Addendum No.1

Preliminary Design Services

Bay Avenue Wastewater Pump Station Replacement Project

Issued April 19, 2017

1. The following is provided for information:

Non-Mandatory Proponent Information Meeting: Minutes from the Meeting are attached to this addendum.

2. The following is a compilation of answers to questions received from Proponents up to 12:00 pm on April 19, 2017.

Question:

Will the organization chart, level of effort table, detailed project schedule, and table of deliverables be counted within the 5 double-sided pages of the technical proposal, or are they excluded?

Answer:

It is desirable to keep page numbers to a minimum. These items may be included in the specified page limit or may be in addition to, and included as appendices as appropriate.

END OF ADDENDUM NO. 1

Signature

Date



Request for Proposals

Preliminary Design Services

Bay Avenue Wastewater Pump Station Replacement Project

Non-Mandatory Proponent Information Meeting Minutes

MEETING DATE	1:00 pm April 5th, 2017
MEETING CALLED BY	Regional District of Nanaimo
TYPE OF MEETING	RFP Optional Information Meeting
FACILITATOR	Michael Desilets
ATTENDEES	<p>Proponents: Jenny Burgess – Wedler Engineering Jeff Ball – Stantec</p> <p>RDN: Michael Desilets, Ian Lundman, Robert Eison</p>

MEETING ITEM	NOTES
Project Overview	Project overview of the main scope items as outlined in the RFP was presented. No specific questions were raised.
Project Schedule	The proposed project schedule was discussed. The mandatory dates presented in the RFP were confirmed.
Facilities Tour	<p>A tour of the existing Pump Station was conducted and key features identified.</p> <p>The depth of the existing wet-well was confirmed as indicated on the available record drawings.</p> <p>A question asking if the existing site is located within the Right of Way was asked. Proponents were directed to review the available information provided, and publically available mapping.</p>
Project Scope	<p>The Project Definition studies were discussed. It was confirmed as stated in the RFP that this task is included in the scope due to the inherent challenges with the site layout, space restrictions and requirements to connect to existing infrastructure and ensure that there are no fatal flaws associated with re-construction of the pump station at the existing site. Work under this task will consist of identifying viable design concepts and construction methodologies and providing evaluation to ensure the optimal site layout is defined prior to proceeding with further design work as indicated in the RFP. The Proponents will develop the approach and tasks necessary to conduct the Project Definition Studies to achieve the requirements outlined in the RFP.</p> <p>The requirements to keep existing equipment was raised. No specific requirements are outlined in the RFP. Opportunities to re-use any existing equipment can be assessed.</p> <p>The requirement to maintain / not change any components within the battery limits of the existing pump station was raised. No specific requirements are outlined in the RFP. It was discussed that the preferred design concept presented 2016 Feasibility Study envisioned maintaining the existing wet-well as an intermediary tie-in point between the interceptor pipeline and new wet-well. Proponents were directed to this report.</p>