



**REGIONAL DISTRICT  
of Fraser-Fort George**

**Minutes of the Mandatory Pre-Tender Site Meeting**

**RFP CS 02-09 – WILLOW RIVER COMMUNITY  
SEWER AND WATER PRE-DESIGN FEASIBILITY STUDY**

**Thursday May 28, 2009, 10:00 at the Willow River Senior's Hall**

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Engineers Present: Dayton & Knight Ltd.  
McElhanney Consulting Services  
Fransen Engineering

Staff Present: Terry McEachen  
General Manager of Community and Development Services  
  
Meredith Burmaster  
Community Services Assistant

Minutes Recorded By: Cindy Paton

**CALL TO ORDER:** Terry McEachen made the introductions and called the meeting to order at 10:15 a.m.

**BID DOCUMENTS:**

Terry McEachen presented an overview of the bid documents highlighting the following requirements:

- acknowledgement letter (page 8 of the RFP) must be sent in
- envelope to be sealed and labeled properly
- RFP closes at 10:00 a.m. Monday June 8, 2009
- follow prescribed formatting, and
- scoring information contained in the RFP documents.

The Regional District has treated this feasibility study much differently than studies done in the past. Previously, we would have a limited budget to work with and the information we received from the studies reflected this. Project construction costs sometimes ended up being much higher than anticipated in the feasibility studies. Therefore, for this project, the residents have agreed to pay a one time parcel tax per property to fund the study. The goal is to obtain a better quality study that will more accurately predict costs to design and construct the water and sewer systems. Once the feasibility study has been completed it will be reviewed by the Steering Committee and may then proceed to a referendum where the service area residents will have the opportunity to support or reject the construction of a sewer and water system.

Terry suggested that local residents could be a helpful resource when doing research for a proposal submission.

A map has been provided with the RFP documents showing nearby Crown Land that may be available for a disposal area and reservoir.

**QUESTIONS:**

- 1. *If a geotechnical study is required for Crown Land, would the Regional District be responsible for pulling investigative or other permits?***

Answer: Yes.

- 2. *Is an environmental assessment part of this RFP process?***

Answer: No, however the cost to perform an environmental assessment should be included as part of the projected cost of project construction in the proposal.

- 3. *Is this sewer and water construction project dependent upon grant money?***

Answer: Yes, it is 100% dependent upon the Regional District receiving Build Canada infrastructure grant money which usually covers 2/3 of the project costs.

- 4. *Are the concepts & layouts for the projects fixed?***

Answer: No, could be touchless or open cut, gravity or low pressure – we are looking for suggestions on alternative designs.

- 5. *What is the availability of local heavy duty equipment for digging test pits etc?***

Answer: There are 3 or 4 local contractors in the area with heavy equipment.

- 6. *Has there been any discussion with CN regarding crossing the tracks to access the properties south of the main townsite?***

Answer: No.

- 7. *What will the RFP award date be?***

Answer: The staff hope to go to the Regional Board at their June 18<sup>th</sup> meeting with a recommendation for award. The project completion date is September 4, 2009.

- 8. *Can test pits be done on private property or road rights-of-way?***

Answer: There are lots of unconstructed rights-of-way available in the area, should not be a problem. Residents may also have well information available and registered well information is available at the Ministry of Environment.

- 9. *What is the population change since the last studies were done?***

Answer: There must be services available for all lots. With property consolidation this number may now be closer to 200 properties rather than 230.

- 10. *Previous studies mentioned fire protection mains, is fire protection part of this RFP?***

Answer: Not anticipating water system capacity for fire protection because of additional costs..

**11. How many houses are across the tracks?**

Answer: There are 13 properties across the tracks. If possible, please show cost to provide service to these properties separately.

**12. Is there flood plain information available?**

Answer: The Regional District will research and include in an addendum if available. (*There is limited information available on flooding in the proposed service area, but some of the area is relatively low, and lying close to the Willow River.*)

**13. Could the project end up being just water OR sewer?**

Answer: No, both projects are required due to a high water table and water contamination issues.

**14. Are there any suggested reservoir sites?**

Answer: Location and sourcing need not necessarily be within the service area boundaries, in fact they will most likely be outside the service area.

**15. Does the Regional District have maps and plans available in AutoCAD?**

Answer: No, they are currently available in ESRI which should be AutoCAD compatible.

**ADJOURNMENT:** The meeting adjourned 11:00 a.m.