



**REGIONAL DISTRICT
of Fraser-Fort George**

Notes of the Mandatory Pre-Tender Site Meeting

**RFP CS 04-09 – WILLOW RIVER COMMUNITY
SEWER AND WATER PRE-DESIGN FEASIBILITY STUDY**

Tuesday, August 11, 2009, 10:00 at the Willow River Senior's Hall

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

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

Meredith Burmaster
Community Services Assistant

Carina Hanson
Community/Public Safety Assistant

Minutes Recorded By: Carina Hanson

CALL TO ORDER: Terry McEachen made the introductions and called the meeting to order at 10:00 a.m.

Terry McEachen began the meeting referring to the questions and answers presented in the notes of Request for Proposals CS 02-09 of May 28, 2009 site meeting (attached) and reiterated the importance that each submission include the following:

- acknowledgement letter
- envelope to be sealed and labeled properly
- RFP closes at 10:00 a.m. Monday, August 24, 2009
- follow prescribed formatting, and
- scoring information contained in the RFP documents.

Terry explained that the scoring for this RFP would be more detailed than in the last RFP CS 02-09.

The Regional District is looking for the highest level of pre-design within budget. He further explained that once the Request for Proposals is completed, it will be reviewed by the Steering Committee, the Board, and the community before a decision on whether to proceed to referendum.

Terry advised the attendees as follows:

- that vacant right-of-ways be considered for research and pipe locations
- that the system design would be left to the engineer. Other systems have typically been low pressure but encourage innovative ideas
- to review the studies attached to RFP, and
- that local residents could be a helpful resource when doing research for a proposal submission.

Ben Stewart, President of the Willow River Community Association, and Kevin Dunphy, Director, Electoral Area 'F', joined the meeting at 10:03 a.m. and Terry introduced them to the attendees.

Terry continued to explain the following:

- No flood plain mapping is available. However, areas within the southern service area are prone to flooding – flooding issues have existed in the past.
- The final project will be funded through Build Canada infrastructure grant money and taxation to property owners within the service area.
- The RFP would be presented to Board on September 17, 2009 and the completion deadline for the design is November 27, 2009.
- With property consolidations, the number of properties within the service area may now be closer to 200.
- A copy of the site meeting notes from RFP CS 02-09 would be included with these site notes.

QUESTIONS:

1. ***Will the cost difference between the preliminary design and final construction level design be included in the referendum?***

Answer: Yes.

2. ***Are there any specific areas for septic disposal or lagoon sites in mind?***

Answer: Any areas for septic disposal or water reservoir are to be determined. Crown land outside of the service area could be a consideration as well as private land to the north. Land on both sides of the tracks should be considered.

3. ***Is heavy duty equipment available in the area?***

Answer: Yes, there are 4 or 5 backhoes available in the area.

4. ***Is it possible that the project could include just water or just sewer?***

Answer: No, water and sewer will both be required due to high water table and contamination issues.

5. ***Could the project include only the properties on the north side of the road?***

Answer: No, the lower side was dropped last time and controversy evolved because the property owners on the south side of the road wanted to be included as part of the community.

6. ***Will the cost of running lines under the road prove to be too expensive? Will the river channel be an issue?***

Answer: No, the river channel shouldn't be an issue. Costs are to include the 13 properties between the railway and the river as shown on the service area map.

ADJOURNMENT: The meeting adjourned 10:10 a.m.



**REGIONAL DISTRICT
of Fraser-Fort George**

Notes 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

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 trenchless 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 18th 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.