

# TOWN OF EDSON

## Water & Wastewater Contractor PRE-Qualification



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## 1. Purpose of the Request for Qualification

The Town of Edson is accepting submissions from Contractors that are interested in pre-qualifying for the provision of water/sewer installation services within the Town of Edson. The Town will provide the developer with an approved list of Contractors to complete the install.

The scope of services to be provided either to the Town or developers include:

- Availability to provide developers and homeowners the requested services as specified in the Town's "Application for Water and Wastewater Installation". Costs associated with the install requests are to be determined between the Contractor and the developer. The Town's application form is to be used as a guide; any costs associated with the form are for the Town to hold as securities to ensure that work is undertaken as per established standards;
- Chlorine neutralization products are to be used when potable water is released to the environment;
- Commissioning of the service install; and
- Restoration of the area(s) disturbed by the excavation.

**This RFQ process will determine a qualified list of Contractors that can be given to developers or homeowners.**

## 2. Requirements

Contractor Capacity:

- a. The Contractor shall have the capacity for the supply of all necessary tools, labour, equipment, trenching, shoring, cages, transportation, mobilization, demobilization, loading, hauling, construction consumables, ancillary items and all parts and materials required for the installation of municipal utility services (water, sewer, storm) requested by the applicant.
- b. All work shall comply with all applicable codes and standards for the Province of Alberta, Environment Canada and to Town of Edson specifications and standards.
- c. Notify the Town of any clients that have contacted them for utility installs.
- d. Notify the Town a minimum of 72 hours before any excavation begins.

- e. Installation of water and/or wastewater services must comply with the Town of Edson's "Water & Sanitary Sewer Service Installation Specifications" (Appendix C).
- f. All work shall be photographed prior to, during and at completion.
- g. First calls are the responsibility of the Contractor.
- h. The Town will provide underground infrastructure drawings to Contractors for their use. These drawings may include both assumptions and accurate locations of infrastructure; they are to be used as a reference for information only.
- i. Be responsible for bedding, backfilling, planking and protecting any shallow underground utilities encountered while performing the service install. If a shallow utility is damaged or found to be damaged, the Contractor will notify the appropriate utility company.
- j. Provide the Town with traffic accommodation strategies before any work has begun, for the Town's review and approval. A traffic accommodation strategy must be approved prior to construction commencing, and adhered to throughout the construction process.
- k. Field check all dimensions, coordinates and elevations required by the installation of services. No allowance will be granted by the Town for any claims by the Contractor with respect to lack of knowledge of site conditions. Contractor shall lay out the work and establish all lines and levels from the drawings making all adjustments to meet field dimensions where they do not match drawing dimensions, and assume full responsibility for the correctness of the work.
- l. Notify the Town of any discrepancies which may arise and no work associated with a discrepancy shall be undertaken until the particular discrepancy has been solved. The Town will assume no responsibility for delays as a result of Contractor's negligence to notify the Town of Edson in time to resolve the discrepancy.
- m. If at any time the Contractor's working conditions or workmanship is deemed to be unsatisfactory or unsafe the Contractor shall immediately remedy the issue to the satisfaction of the Town's Representative. If the issue is ignored, then a Stop Work order will be issued by the Town. Work will not commence until the issue is resolved and the Stop Work order has been lifted.
- n. If a Stop Work order has been issued, and timely steps are not taken by the Contractor to rectify any and all deficiencies, the Town shall, at its sole

discretion, undertake work to remedy the deficiencies. The cost of this work shall be borne by the Contractor.

- o. Repeated unsatisfactory or unsafe working conditions or workmanship will result in immediate suspension and removal from the Town of Edson's approved Contractor's list.
- p. Be responsible for clean-up of the work site on a daily basis throughout the project and on completion of the project as directed by the Town's Representative.
- q. Any parts or materials supplied by the Town of Edson will be billed accordingly to the Contractor or the Contractor may replace said item(s).

Town of Edson shall:

- a. Monitor Contractors installing utility services.
- b. Maintain a database of all photos and drawings used by the Contractor for each service install.
- c. Provide the Contractor with any additional pertinent information available not found on drawings about the underground infrastructure within the area of servicing.

Minimum Contractor Qualifications:

- a. 5 years experience installing underground utilities (water, sewer & storm).
- b. Provide the Town with proof of experience and a minimum of three (3) references and insurance certificate.
- c. Already have or be able to acquire a business license to operate within the Town of Edson.
- d. Provide the Town with Standard and Emergency Operating procedures for the installation of water and wastewater services, either in electronic or paper form.

**3. General Information**

- a. RFQ Proposal Requirements

Each proposal shall include the following:

- Delivery of the proposal (either bound paper copy or electronic PDF file) to the Attention of the Director of Operations for the Town of Edson.
- Include all pertinent documentation.
- Completed Appendices A and B.
- Any change orders shall be in writing, no oral changes shall be accepted.

b. Inquiries

All inquiries related to this RFQ are to be directed to the contact person on the front cover of this RFQ.

c. Modification of Terms

The Town reserves the right to modify the terms of this RFQ at any time in its sole discretion. This includes the right to cancel this RFQ at any time without issuing an RFQ; and the right to cancel the RFQ at any time without entering into a Contract. If any modifications to the terms are made, an Addendum will be issued by the Town.

d. Ownership of Responses

All documents submitted to the Town become the property of the Town. They will be received and held in confidence by the Town, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

#### 4. Evaluation Criteria

Each proposal received will be evaluated on the basis listed below. The Town of Edson will have the sole and unfettered discretion to qualify or not qualify any Contractor.

By submitting a RFQ, the Contractor, acknowledges and agrees to waive any right to contest through legal proceedings. The decision to qualify a contractor in respect to the criteria noted below will be at the sole discretion of The Town of Edson.

The mandatory evaluation criteria will include the following:

a. Complete RFQ

All applications accepted shall include all relative documentation that is asked for in this RFQ; incomplete proposals will receive a score of zero and will be eliminated from the RFQ process.

b. Appendix A

Provide the required contractor information in Appendix A

d. Appendix B

Fill-out and provide documentation as required in Appendix B

e. Appendix C

Installation specifications

**Appendix "A"**  
**Contractor Information**

1. Name of Contractor: \_\_\_\_\_

2. Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

3. Town of Edson Business License Yes / No

If no, ability to acquire one Yes / No

4. Documentation attached to RFQ showing the following:

- On-Site Foreman – Minimum (5) years previous experience installing Water and Wastewater services in an urban municipal setting.

Yes / No

- Minimum of three (3) past projects and references for which the contractor has provided Water, Sewer and Storm water Service installation,

- Location and brief description of the project.
- Prime and sub contractors used on the project.
- Reference name and phone number.

Yes / No

- Qualifications of key personnel Yes / No

- Proof of Insurance Yes / No

5. Are you able to produce Standard and Emergency Operating Procedures when requested:

Yes / No

**Appendix “B”**  
**Contractor Information**

**1. ON SITE FOREMAN QUALIFICATIONS AND EXPERIENCE**

List the relevant work experience and qualification of the On Site Foreman(s) that would be directly involved in the provision of services under this RFQ.

ON SITE FOREMAN’S NAME	QUALIFICATIONS	EXPERIENCE

**2. OPERATOR QUALIFICATIONS AND EXPERIENCE**

Identify all key team members and qualified personnel that would be directly involved in the provision of services under this RFQ.

NAME	EQUIPMENT	QUALIFICATIONS	EXPERIENCE

**3. SUBCONTRACTORS**

The following Sub-Contractors will be utilized in provision of the services and will comply with all the terms and conditions of this RFQ:

	Type of Service	Company Name
1.		
2.		
3.		



**4. NON COMPLIANCE**

Fully describe any deviations to the requirements outlined in this RFQ that your company is unable to comply with.

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**5. HEALTH AND SAFETY PROGRAM**

a) Does your company have a safety program in place?

Yes / No

b) If yes, describe.

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**6. EXPERIENCES AND REFERENCES**

Contractors shall be competent, experienced and qualified and have successfully completed or are currently providing municipal Utility Construction Services similar in size, scope and complexity.

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Work Performed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Approximate Annual Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Work Performed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Approximate Annual Value</b>	

<b>Year Started</b>	
<b>Year Completed</b>	
<b>Description of Work Performed</b>	
<b>Company</b>	
<b>Contact Person</b>	
<b>Telephone and Email</b>	
<b>Approximate Annual Value</b>	



## TOWN OF EDSON

### WATER & SANITARY SEWER SERVICE INSTALLATION SPECIFICATIONS

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#### DEFINITIONS APPLICABLE TO THIS SPECIFICATIONS DOCUMENT:

**“Town Authority”** means the “Director of Operations”

**“Work”** means but is not limited to all “ Labor, Equipment, Materials, Services and all other incidentals, necessary for the installation of the Water ,Sanitary, Storm and Sewer Services, supplied, installed, erected, placed on, or located in whole or in part on Town Administered Lands”

**“Contractor”** means the person, firm, or company engaged by the Town of Edson to perform the Water, Storm and Sanitary Sewer Service Installation Work.

#### GENERAL REQUIREMENTS AND CONDITIONS

1. The Contractor is responsible to perform all of the service installation Work in accordance to the conditions and specifications noted in this document.
2. Prior to proceeding with any Work on Town Administered Lands, the Contractor shall provide and maintain insurance coverage for all of the Work, in a Policy that shall contain not less than the following:
  - a. The said insurance coverage shall consist of a Comprehensive General Liability Policy that must include all subsurface Work. Such insurance Policy shall include Public Liability, Personal Injury, Property Damage including Cross Liability or Severability, etc. and shall indemnify the Town of Edson for any claims arising from the Contractor’s Work.
  - b. Both Personal Injury and Property Damage insurance must be on an “Occurrence Basis”.

- c. The Policy wording shall be in a form and wording and with an Insurer acceptable to the Town of Edson.
  - d. The limit of the liability Policy must be no less than \$5,000,000.00 (Five Million Dollars).
  - e. The Contractor's liability shall not be limited to \$5,000,000.00 (Five Million Dollars).
  - f. Provision must be made in the Policy to give thirty days written notice of cancellation or material change to the Town of Edson.
  - g. The Contractor shall be solely responsible for one hundred percent (100%) of any deductible that may be applicable to the Liability Policy.
  - h. The Town of Edson, its officers, directors, employees, and volunteers must be shown as additionally insured in the Policy, for the full length of time that the Work is being performed by the Contractor.
3. A certified true copy of all required Insurance Policies must be submitted to the Town Authority for approval, prior to the Contractor commencing the Servicing Work on Town Administered Lands.
4. The Contractor and the Insurer shall waive all Subrogation Rights against the Town of Edson.
5. The Contractor shall maintain Auto Insurance in an amount that is not less than \$5,000,000.00 (Five Million Dollars).
6. The Contractor is responsible to maintain Physical Damage Insurance for all of the equipment that is utilized in the performance of the Servicing Work.
7. The Town of Edson shall maintain the right to choose its own Counsel if so desired in the event an insurance claim is made involving the Work performed by the Contractor.
8. The Contractor must maintain Workers Compensation coverage for all Servicing Work performed and must comply with all Provincial Occupational Health and Safety Regulations to ensure that all safety precautions are undertaken during the performance of the Work in order to protect the workers, pedestrians, vehicular traffic, etc., in the vicinity of the Work area.
9. The Contractor is solely responsible for all Work and all costs except for exclusions identified in the quotation or the firm bid price submitted by the Contractor to perform the Servicing Work, as acknowledged and accepted by written confirmation from the Town of Edson Authority. The Contractor shall be responsible for the repair or replacement to damaged Town Utilities, streets, sidewalks, curb and gutter, including other Town Infrastructure that

are not located in the servicing work area, and damage to other properties or other Utilities, all as a consequence of the Contractor performing or having performed such Work.

10. The Contractor must make arrangements with the Town Authority for inspection of the Work.
11. The Contractor is required to submit one (1) set of detailed as built servicing drawings to the Town Authority for Town record purposes. (The drawings must show the exact location of the services at the property boundary by noting the measurement to the side boundary of the property. The drawings must be submitted within 30 days of completion of the Work).
12. The Contractor is required to maintain cleanliness in all Work areas at all times.
13. All new services are to be installed in an excavated open service trench (unless noted otherwise) in accordance to the Conditions and Specifications noted in this document.
14. Prior to proceeding with the work, the Contractor is solely responsible to place barricades, signs, and flagmen (where necessary for the servicing work) to be maintained for the entire construction period to the satisfaction of the Town Authority. In addition, the Contractor is responsible to notify all landowners that will be affected (if the water main is intended to be shut off where hot tapping is not used), as to the date, time and time period that the water will be off for making the water service connection. A reasonable time of notice must be given to the landowners.
15. One lane must always be kept open wherever possible to allow through traffic.
16. All excavated material under developed streets, lanes, service roads and driveways shall not be re-used as any part of the backfill material being placed into the service trench (except as noted otherwise hereinafter in the specifications). It must all be hauled away to the Town Landfill site solely at the Contractor's expense.
17. Unless noted otherwise, the Contractor is responsible for the cost of any remedial trench work that may be reasonably required by the Town due to substantial settlement resulting from inadequate soil compaction, which may occur within the first year of performance following completion of the service installation work.

**SPECIFICATIONS** (Applies to all work in/under all streets, lanes, service roads and driveways, unless noted otherwise)

18. The base of the new service trench must consist of undisturbed soil only (any loose fill removed). The excavation trench for installing the services must be kept to a minimal working width of not more than 900mm or as approved by the Town Authority. The sides of the trench must be kept plumb and must not contain any side slope. The Contractor must provide shoring where necessary to conform to standard Occupational Health and Safety Regulations.

19. Placement of the new services (water, storm and sanitary sewer) must be on a minimum of four (4) inches of clean compacted fine granular (sand) material acceptable to the Town Authority.
20. The granular material noted in item (2) shall extend to at least eight (8) inches above the new services and be well compacted (to over 95% of (ASTM) Standard Proctor Density).
21. The remainder of the trench (but only to within (10) inches of the street surface) shall be filled with a relatively clean granular material acceptable to the Town Authority with the top most section consisting of (3) feet of relatively clean coarse granular (gravel) material not greater than three (3) inches in size, all well compacted (to over 95% of Standard proctor Density).
22. The final remaining (10) inches must be in-filled with (-3/4) inch clean crushed granular (gravel) material to the same level as the adjacent street/ground surface (placed in two (5) inch lifts), all well compacted to 100% of (ASTM) Standard Proctor Density.
23. All granular (gravel) material must be at or near optimum moisture content (if dry, moderately saturate for compaction) and be compacted in maximum (8) inch lifts to achieve good compaction.
24. In the case of all servicing work performed on town administered lands outside of developed streets, lanes, service roads and driveways, such as in boulevards and the like, the Contractor shall complete the work of specification items 18, 19 & 20 noted herein and may then infill with the soil excavated from the trench to the level of the adjacent soils. The infill soil must not contain organics and be moderately compacted to prevent excessive settlement. The surface of the filled trench must be level with the adjacent soil surface. Service trenches located in a turf landscaped area must be finished with six (6) inches of organic top soil that must be placed and moderately compacted to the level of adjacent soils and be seeded with grass seed as approved by the Town.
25. All work must be performed in accordance with the Alberta Occupational Health and Safety Act and Pursuant Regulations.
26. Servicing Material and Execution of Installation shall be as follows:  
(Substitution of the materials specified may be permitted, but only if written authorization is received from the Town Authority)

#### WATER SERVICE MATERIALS

- a. Copper Pipe
  - I. Type K soft copper- ANSI / AWWA C800-84
  - II. Couplings – standard brass compression type
- b. Corporation Cocks

- I. Compression type Mueller H 15028 or equal
- c. Curb Stop
  - I. Copper to copper curb valve with stop and drain – Mueller Oriseal H15214
  - II. Copper to copper inverted key type stop and drain Mueller A617.
  - III. Compression type – with drain – Mueller 15219 or equal
- d. Coupling
  - I. Mueller A 319
- e. Service Boxes
  - I. Extension type for maximum extension 3m equal to Mueller A714 with Mueller A808 rib cover.
- f. Service Clamps
  - I. Mueller Servi seal 500 Series or approved equivalent alternative.

#### SEWER SERVICE MATERIALS

- a. Service Pipe
  - I. Polyvinyl chloride pipe – SDR 28 conforming to ASTM D3034-85b, minimum pipe stiffness 320 kPa. Conform to CAN/CSA-B182.1-87.
- b. Sewer Service Saddles
  - I. For PVC use Rockwell type saddles.
- c. Polyvinyl Chloride Fittings
  - I. Wye Branches, bends, plugs, and saddles conforming to CSA-B182.1-87.

#### INSPECTION OF MATERIALS

- a. Inspect for defects immediately before lowering into the trench.
- b. Clean all pipes, fittings and valves before installation.

#### SEWER PIPE ALIGNMENT AND GRADE

- a. Lay service pipes to the required alignment and grade from the main to the street property line.

- b. Lay service pipes in a common trench wherever possible.
- c. Provide 2.75 meters minimum cover (except in the case of existing shallow mains where this may not be possible, the Town Authority must be notified for further instruction on the service installation work)
- d. Minimum grades for sewer pipes shall be:
  - I. 100 mm diameter pipe – 20 mm per meter
  - II. 150 mm diameter pipe – 10 mm per meter

#### BORED OR AUGURED SERVICES

- a. Boreholes shall be large enough to pass service pipes through without disturbing joints.

#### INSTALLATION – WATER SERVICE CONNECTION

- a. Prepare pipe bedding in accordance with these specifications.
- b. Provide bell or coupling holes for sewer pipe and support the pipe throughout its length, uniformly and continuously.
- c. Use only implements, tools and facilities satisfactory to the Town Authority and as recommended by the manufacturer of the material.
- d. Cover open ends of installed pipe when pipe laying is not in progress.
- e. Provide 2.75 meters minimum cover (except in the case of existing shallow mains where this may not be possible, the Town Authority must be notified for further instruction on the service installation work)

#### INSTALLATION – WATER SERVICE CONNECTION

- a. Drill and tap watermains using a tapping machine (under pressure if specified)
- b. Maximum sized tappings permitted without the use of service clamps are:
  - I. 100 mm main – 19 mm tapping
  - II. 150 mm main – 19 mm tapping
  - III. 200 mm main – 25 mm tapping
- a. Where larger sizes are required use double strap service clamps, or multiple corporation stops spaced 300 mm apart and staggered around the pipe.
- b. Tap into the upper half of water main and incline upward at 45 degrees.



- c. Form a gooseneck in the horizontal plane at the corporation stop.
- d. Lay copper pipe slack in the trench.
- e. Curb Stops and Services Boxes:
  - I. Install 300 mm from the property line.
  - II. Support curb stops on a 50 mm concrete brick base.
  - III. Set the services box plumb and adjust to grade.
  - IV. Mark the location with a 50 mm x 100 mm x 910 mm painted marker, set 450 mm into the ground.

INSTALLATION – SEWER SERVICE CONNECTION

- a. Tap the sewer main in the upper half and install the service saddle neatly and without damage to the main.
- b. Connect the saddle as detailed, leaving no protrusion into the sewer main.
- c. Install sewer risers where the main depth exceeds 3.7 m and where requested by the Town Authority.
- d. Lay sewer service pipe and joint in accordance with the pipe manufacturers instructions and in accordance with 02720 Gravity Sewers.
- e. Keep the sewer service pipe clean and plug the line and the property line. Leave the service at the property line to the nearest whole pipe or as directed by the Town Authority.

WATER SERVICE TESTING

- a. The water service pipe will be included in the leakage test. Each 19 mm service connection will be counted as one joint in calculating allowable leakage.
- b. If thaw out wires are installed, test each service for conductivity.

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Contractor

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Town Representative

