



REQUEST FOR PROPOSALS No. 26-034

GNPCC Grit & Sedimentation Tanks 2027 Refit Work

ISSUED: July 30, 2026

CLOSING DATE AND TIME:

Submissions must be received on or before:

3:00 PM (15:00 hrs) Local Time on Tuesday Sept 1, 2026

Submissions and Questions are to be directed to:

Ian Benoit, P.Eng., Project Engineer
RDN Capital Projects Delivery Department
ibenoit@rdn.bc.ca

Questions are requested at least five (5) business days before the closing date.

Non-Mandatory Proponent's Information Meeting:

An information meeting, to view the job site conditions, is scheduled for **10:30am Thursday August 20, 2026** at the Greater Nanaimo Pollution Control Centre, 4600 Hammond Bay Road, Nanaimo, BC. Attendees will be toured through the site by Ian Benoit. ***Attendees are requested to RSVP to Ian Benoit in advance of the meeting.*** All attending must wear steel toed footwear and high visibility vest/clothing.



1. Instructions to Proponents

1.1 Closing Date/Time/Submission Method

Submissions must be received on or before 3:00 PM (15:00 hrs), Local Time, on Tuesday Sept 1, 2026.

Submission Method:

By Email: In PDF format with “**26-034 GNPCC Grit & Sed Tank 2027 Refit Work – Ctr Name**” as the subject line at this electronic address:

ibenoit@rdn.bc.ca

Please note: Maximum email file size limit is 20MB, or less. The RDN will not be liable for any technological delays of submissions.

Submissions received in any other manner will not be accepted.

1.2 Request for Proposal Documents

This Request for Proposals (RFP) package includes the following documents:

- (1) Request for Proposals/Instructions (this document);
- (2) Appendix A: Firm price quotation templates (for population by proponent);
- (3) Appendix B: RDN Preferred form of Contract (sample);
- (4) Appendix C: RDN overview project schedule;
- (5) Appendix D: Description of Work;
- (6) Appendix E: Existing tank reference drawings;
- (7) Appendix F: Existing tank reference inspection photos;
- (8) Appendix G: Existing tank reference inspection report;
- (9) Appendix H: Example and reference safety documents;
- (10) Appendix I: RDN Wastewater Services Environmental Management System Contractor-Supplier Package;
- (11) Appendix J: OEM/Brentwood/Polychem mechanism drawings (excerpt, taken from Appendix O);
- (12) Appendix K: Grit Tank 2 trench carbon steel plate;
- (13) Appendix L: RDN Specifications
- (14) Appendix M: Piping demo and replacement
- (15) Appendix N: Grit/Sed Structural Assessment Report
- (16) Appendix O: Brentwood Master Manual

Please ensure you have received all of the above documents and examine them carefully. Should a Proponent find discrepancies in, or omissions from the RFP Documents, or should they be in doubt as to their meaning, they should, prior to submitting their proposal, immediately notify the RDN contact



person in writing. The Proponent may not claim, after the submission of a proposal, that there was any misunderstanding with respect to the conditions imposed by the documents.

1.3 Amendments to Proposals

Proposals may be amended in writing and sent via email to the RDN contact person identified on the cover page on or before the closing. Such amendments should be signed by the authorized signatory of the Proponent.

1.4 Addenda

If the RDN determines that an amendment is required to this RFP, the RDN will post the Addendum on the RDN (www.rdn.bc.ca/current-bid-opportunities) and BC Bid (www.bcbid.gov.bc.ca) websites. Each addendum will be incorporated into and become part of the RFP. No amendment of any kind to the RFP is effective unless it is contained in a written addendum issued by the RDN. It is the sole responsibility of the Proponent to check and ensure all amendments are included prior to submitting their final Proposal submission.

1.5 Withdrawal of Proposals

The Proponent may withdraw their Proposal at any time by submitting a written withdrawal email to the RDN contact person identified on the cover page on or before the closing.

1.6 Unsuccessful Vendors

The Regional District will offer debriefings to unsuccessful Proponents, on request, at a mutually agreeable time.

2. INTRODUCTION

The purpose of this Request for Proposal (RFP) is to solicit submissions from firms to complete repair of the concrete tanks in localized areas, as well as demolition and replacement of all the collector mechanisms in Grit Tank No.1 and Sedimentation Tank No. 1 at the Greater Nanaimo Pollution Control Centre (GNPCC).

In general, the Work consists of the following. See Appendix D for a more detailed description of the Work.

- 1.1. Sed Tank No. 1:
 - 1.1.1. Remove and replace tank collector mechanisms and drives;
 - 1.1.2. Spot repair of concrete at mechanism attachment locations;
 - 1.1.3. Demo and replace concrete mechanism corbels;
 - 1.1.4. Grind flush two (2) obsolete T-rails that run the length of the tanks embedded in the concrete floor in accordance with the Brentwood drawings/specifications;
 - 1.1.5. Demo of obsolete HSS scum line (6in x 8in) intersecting centre walkway columns, and concrete repair of void in columns;
 - 1.1.6. Replacement of corroded fasteners in weir box at the North end of the tank. Includes fasteners which hold the sections together as well as anchor bolts to side of tank which will require re-drill thru existing weir.
 - 1.1.7. Demolition and replacement of 3in water piping running along centre walkway and along North side of tank (See Appendix M);
- 1.2. Grit Tank No. 1:
 - 1.2.1. Remove and replace tank collector mechanisms and drives;
 - 1.2.2. Demo existing carbon steel plate in the Grit Tank 1 collector trench;
 - 1.2.3. Spot repair of concrete at mechanism attachment locations;
 - 1.2.4. Demo and replace concrete mechanism corbels;
- 1.3. General Scope
 - 1.3.1. Part audit of the collector mechanism Bill of Materials (BOM). Provide list of any missing parts to RDN to order replacements. Shall be performed two months prior to commencement of the above Scope of Work (Seen in Brentwood Master Manul, Appendix O).

The above shutdown work is scheduled to be completed during the annual summer work window May - Sept, 2027. See below for additional overview information and the attached appendices for details.

3. REFERENCE/BACKGROUND INFORMATION

The RDN owns and operates the GNPCC wastewater treatment plant. The treatment process begins by routing the wastewater influent through a screening system. Following this, the influent is directed through three aerated grit tanks and then four primary sedimentation tanks.

The No's 1 and 2 grit tanks, and No's 1, 2 and 3 primary sedimentation tanks, were all installed in 1973. The No. 3 grit tank was installed in 1989. Please refer to the RFP appendices for copies of the site layout and tank general arrangement drawings.

During the typical June to August summer work window, RDN/GNPCC typically requires a minimum of two out of the three grit tanks in operation, and a minimum of two out of the four primary sedimentation tanks in operation.



All of these tanks have been subject to slowly occurring corrosion/erosion due to influent chemical exposure, incidental biological action of the influent and hydraulic/mechanical forces related to influent flow and collector mechanism action. See the appendix for reference photos of inspections performed in 2023.

The RDN has the collector mechanisms on site from Brentwood Industries Inc. Copies of the shop drawings, specifications and installation instructions for this equipment are attached in the appendices.

4. SCOPE OF SERVICES

Please refer to the Description of Work in attached Appendix D for a detailed description of the scope of services (the Work).

Where RFP reference documents refer to No's 1, 2 and/or 3 grit and/or sedimentation tanks, only sections of those documents relevant to No. 1 grit and/or sedimentation tanks shall apply to the Work. The Work described in this package must be fit into as short a window as practical (in other words, optimized for time and budget, well within the summer work window constraints). Multiple shifts per day is acceptable and encouraged for accomplishment of the Work in a quick and efficient manner.

Weekend work is also acceptable with approval by GNPCC on a case by case basis, in accordance with WorksafeBC, Prime Contractor requirements, and respective bylaws.

5. PROPOSAL SUBMISSION

To assist in receiving similar and relevant information, and to ensure your Proposal receives fair evaluation, the RDN asks proponents to provide the following information.

Please include with your proposal:

- a) A summary of the scope of work required, as understood by the Proponent;
- b) Identify all key project contributors (Contractor's team, sub-contractors etc.), describe the qualifications of the concrete and mechanism install contractors for the work, and confirm adequate size of team to meet schedule requirements.
- c) A summary of the concrete products and application methodology proposed by the respondent. The concrete repair specification (Appendix L) describes the concrete repair scope of work and general repair requirements for the project. It is acceptable for the respondent to propose alternative products and methodology if equivalent to specifications. Demonstrate an understanding of how the quality control certificates will be leveraged for the project (in the appendix of the concrete repair specification).
- d) A summary of the respondent's methodology for mechanism demolition and installation.
- e) A summary of the measures the proponent will use to complete the work, with particular focus on demonstrating an understanding of the submissions requested in Appendix D. Layout the plan to accomplish the off-site preparation and site work including a summary schedule (Gantt chart) and key milestones. This must be in enough detail to demonstrate a thorough understanding of the workflow required for accomplishment of the key work tasks, and should include an outline of the number and length of shifts used for various parts of the Work.
- f) Describe how your firm will monitor the project progression and provide regular status reports;

- g) Itemized, firm price quotations, in Canadian Dollars, for all scope of work outlined in this RFP, broken down as indicated in the firm price quotation templates provided in Appendix A, along with approximate supervision and labour hours;

6. PROPOSAL EVALUATION

Proposals will be evaluated based **50% on technical aspects and 50% on financial aspects**. “Technical” aspects of proposals are considered to be any aspects that relate to fully meeting all stated requirements of the Work. “Financial” aspects of proposals are considered to be any aspects that relate to the expected completed costs, or timing of those costs, for the Work.

Proposals submitted should be in enough detail to allow the RDN to assess the relative value of the proposal from the documents received. The selection committee, formed at the RDN’s sole discretion, will score the Proposals in accordance with the criteria below.

Criteria	Points
<i>Technical</i>	
Scope – Proposal demonstrates a thorough understanding of the Scope of Work.	5
Resources – Contractor and sub-contractor teams are skilled in the concrete and mechanism work, and of adequate size to complete the work in the required timeframe.	10
Quality/Methodology – Proposal describes the contractors concrete application methodology (products, demo/application), and mechanism installation methodology. Proposal communicates an understanding of the required submittals (see Description of Work, Appendix D).	30
Schedule – Provided schedule meets project timeline requirements and communicates a feasible plan to meet project requirements.	5
<i>Financial</i>	
Firm price quote –Lowest aggregate lump sum price submitted is awarded 50 points. Other proposals will receive reduced scores in this category based on the proportion higher than the lowest price. i.e. score = lowest price/other price x 50	50
Grand Total Points:	100

The RDN may evaluate proposals on a comparative basis by comparing one proponent’s proposal to another proponent’s proposal. The RDN reserves the right to not complete a detailed evaluation if the RDN concludes a proposal is materially incomplete or, irregular or contain any financial or commercial terms that are unacceptable to the RDN.



The selection committee may proceed with an award recommendation or the RDN may proceed to negotiate with the highest evaluated proponent with the intent of developing an agreement. If the parties after having bargained in good faith are unable to conclude a formal agreement, the RDN and the Proponent will be released without penalty or further obligations other than any surviving obligations regarding confidentiality and the RDN may, at its discretion, contact the Proponent of the next best rated Proposal and attempt to conclude a formal agreement with it, and so on until a contract is concluded or the proposal process is cancelled.

The RDN reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.

7. *PROPOSED PURCHASE CONTRACT*

The RDN's preferred form of Contract is attached herein (Appendix B). Proponents should carefully review this form of Contract. Should any Proponent request that RDN consider revisions to the form of Contract, they should include any clauses of concern in their proposal submission and suggest replacement language.

8. *GENERAL REQUEST FOR PROPOSAL CONDITIONS*

8.1 *No Contract*

By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.

8.2 *Privilege Clause*

The lowest cost or any proposal may not necessarily be accepted.

8.3 *Acceptance and Rejection of Submissions*

This RFP does not commit the RDN, in any way to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. The RDN reserves the right in its sole discretion cancel this RFP, up until award, for any reason whatsoever.

The RDN may accept or waive a minor and inconsequential irregularity, or where applicable to do so, the RDN may, as a condition of acceptance of the Submission, request a Proponent to correct a minor or inconsequential irregularity with no change in the Submission.

8.4 *Conflict of Interest*

Proponents shall disclose in their Proposals any actual or potential Conflict of Interest and existing business relationships it may have with the RDN, its elected officials, appointed officials or employees.

8.5 *Solicitation of Board Members and RDN Staff*



Proponents and their agents will not contact any member of the RDN Board or RDN Staff with respect to this RFP, other than the RDN Contact named in this document.

8.6 Litigation Clause

The RDN may, in its absolute discretion, reject a Proposal submitted by Proponent, if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in legal action against the RDN, its elected or appointed officers and employees in relation to:

- (a) any other contract for works or services; or
- (b) any matter arising from the RDN's exercise of its powers, duties, or functions under the Local Government Act, Community Charter or another enactment within five years of the date of this Call for Proposals.

In determining whether to reject a Proposal under this clause, the RDN will consider whether the litigation is likely to affect the Proponent's ability to work with the RDN, its consultants and representatives and whether the RDN's experience with the Proponent indicates that the RDN is likely to incur increased staff and legal costs in the administration of this Contract if it is awarded to the Proponent.

8.7 Exclusion of Liability

Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with the RDN. The RDN will not be liable to any Proponent for any claims, whether for costs, expense, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

8.8 Ownership of Proposals

All Proposals, including attachments and any documentation, submitted to and accepted by the RDN in response to this RFP become the property of the RDN.

8.9 Freedom of Information

All submissions will be held in confidence by the RDN. The RDN is bound by the Freedom of Information and Protection of Privacy Act (British Columbia) and all documents submitted to the RDN will be subject to provisions of this legislation. The successful vendor and value of the award is routinely released.

8.10 Bonding

The successful Proponent will be required to provide a Performance Bond and a Labour and Material Payment Bond, each in the amount of 50% of the total stipulated contract price. All bonds must be issued by a surety company licensed to conduct business in the Province of British Columbia.)



APPENDIX A

FIRM PRICE QUOTATION TEMPLATE



APPENDIX B

RDN PREFERRED FORM OF CONTRACT (SAMPLE)



APPENDIX C

RDN OVERVIEW PROJECT SCHEDULE



APPENDIX D

DESCRIPTION OF WORK

APPENDIX E

EXISTING TANK REFERENCE DRAWINGS



APPENDIX F

EXISTING TANK REFERENCE INSPECTION PHOTOS

APPENDIX G

EXISTING TANK REFERENCE INSPECTION REPORT (METRO TESTING)

APPENDIX H

EXAMPLE AND REFERENCE SAFETY DOCUMENTS



APPENDIX I

RDN WASTEWATER SERVICES ENVIRONMENTAL MANAGEMENT SYSTEM CONTRACTOR-SUPPLIER PACKAGE

APPENDIX J

OEM/BRENTWOOD/POLYCHEM MECHANISM DRAWINGS



APPENDIX K

GRIT TANK 2 TRENCH CARBON STEEL PLATE



APPENDIX L

RDN SPECIFICATIONS



APPENDIX M

Piping Demo and Replacement



APPENDIX N

Grit/Sed Tank Structural Assessment Report



APPENDIX O

Brentwood Master Manual