REQUEST FOR PROPOSAL
FOR THE PROVISION OF CONSULTANT SERVICES FOR

LTWP – WTP TO ASTRO HILL WATER UPGRADES

PROPOSAL CALL: September 3, 2025

PROPOSALS DUE: October 1, 2025 –3:00 PM EST local Iqaluit time

2025-RFP-008

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1. PROJECT OVERVIEW

The City is seeking to retain a Consultant to provide Detailed Design services for the **LTWP – WTP to Astro Hill Water Upgrades** project. The Consultant's team will be retained to provide technical and professional engineering consultancy services for the Project.

The City invites individual firms or consortiums of firms to submit Proposals for the above-referenced Project in accordance with the terms and conditions of this Request for Proposal document.

1.1 BACKGROUND

1.1.1 Location

Iqaluit is the capital of the Nunavut Territory and is located at the south end of Baffin Island near the end of Frobisher Bay (63°45'N latitude and 68°31'W longitude). Access to Iqaluit is provided by regular scheduled commercial aircraft year-round, snowmobile trails from other Baffin Island communities in the winter, and sealift from the port of Montreal and Valleyfield in the summer.

1.1.2 Geology and Terrain

Iqaluit's location is above the tree line and within the permafrost zone of Canada. The region generally consists of glacially scoured igneous/metamorphic terrain. In some locations, a thin layer of organic material is found.

1.1.3 Climate

Iqaluit has an Arctic climate with an average January temperature of -21.5°C and July average temperature of 8°C. The annual precipitation is made up of 19.2 cm of rainfall and 255.0 cm of snowfall for a total of 43.0 cm of precipitation. The prevailing winds are northwest at 16.7 km/hr.

1.1.4 City Growth and Population

The City is the newest Capital City in Canada and as a result has experienced a period of rapid development and growth. Iqaluit is the seat of government for the Territory of Nunavut and is the home base of many federal and territorial government departments. The City is rapidly developing into a regional center for the territory with many northern businesses in Inuit organizations making it their base of operations. The current population of Iqaluit is estimated at about 7,000 people with an average annual growth rate between three and four percent.

1.1.5 Land Ownership System

Iqaluit has a unique land ownership system. The major land owners in Iqaluit are the Commissioner of Nunavut, the City and the regional Inuit associations. These entities in turn lease land to individuals, corporations and other government departments. The City land is administered by a land acquisition by-law and by a Territorial Statute. Generally speaking, there is no private ownership of land.

1.2 DEFINITIONS

The following terms and definitions listed shall apply within this RFP:

City/Client/Owner	means the Municipal Corporation of the City; means the entity as defined in the Supplementary Conditions, which may be the same entity as the City as defined herein.

City Representative	means the individual, assigned to the Project, who will be representing the City.
City Website	means www.iqaluit.ca.
Class A Estimate	means an estimate that is accurate to +/- 10% that is used to establish cost for the construction of the Project and is based on 100% complete design package which is ready for tender.
Class B Estimate	means an estimate that is accurate within +/- 15% and is based on a 90% design development.
Class C Estimate	means an estimate that is accurate within +/- 20% and is based on a 50% design development.
Class D Estimate	means an estimate that is accurate within +/- 30% and is based on conceptual design sketches.
Closing Time	means the time set out in paragraph B.7.
Contractor	means the entity who will be providing construction services to perform the work.
Construction Contract	means the executed agreement between the City and the Contractor for the work.
Evaluation Committee	means a committee appointed by the City in order to evaluate all submitted proposals in order to determine a preferred proponent.
Preferred Proponent	means the company or firm that has been selected by the City's Evaluation Committee and who will initially discuss the contract arrangements based upon acceptance of the proponent's proposal.
Consultant	means the Consultant who will provide the technical and professional services defined in the Request for Proposal.
Professional Services	means the technical and professional services to be provided by the Consultant for this contract.
Project	means the **LTWP – WTP to Astro Hill Water Upgrades**.
Project Manager	means the Project Manager assigned by the City, who will be responsible for managing the execution of the Project.
Project Team	means the group of people which includes the City Representative, the Project Manager, the Discipline Design Leaders and any other person invited from time to time by the City Representative of the Project Manager.
Proponent	means a company or firm intending to submit a Proposal and from whom a Proposal submission was received.
Proposal	means the document submitted in response to the Request for Proposal.

Supplementary Conditions	means the Supplementary Conditions forming APPENDIX B.
This contract	means the Consultant contract for which this Request for Proposal is issued.
User group	means the City or the users of the facility for which the City is responsible.

1.3 PROJECT SCOPE

The City of Iqaluit is undertaking upgrades to the water distribution system by implementing three (3) priority upgrades:

- Replacement of Access Vault AV305.
- Installation of a third 400mm HDPE supply main from the Water Treatment Plant (WTP) reservoir to AV306.
- Replacement of the existing creek crossing pipeline between AV305 and Astro Hill.

The objectives of the project are to ensure an increase in flow to the gravity fed system from the WTP reservoir down to the lower Iqaluit loops and to install new infrastructure to maximize the resiliency of the utilidor system at key sections such as AV305 and the above ground creek crossing pipeline to the Astro Hill Complex.

The City of Iqaluit is seeking a design consultant to deliver consultant services, as further described under this Request for Proposal, the following phases:

- **Phase I – Proof of Concept Report 10%** – The Consultant will be tasked with delivering a proof-of-concept report (10%). Proof of concept report shall consist of two (2) pages which will include: project scope and objectives, overall project design and approach, preliminary risks assessment and potential or proposed mitigation, project schedule with a critical path, risk register, adjacent/overlapping/growth projects (if applicable), and one virtual workshop meeting/presentation with the City.

- **Phase II – Preliminary Engineering Report** – The Consultant will be tasked with delivering a preliminary design (30%) and report with a class D cost estimate. This will include confirming the basis of design. The Preliminary Engineering Report will provide a basic overview of the project, with the Consultant delivering a virtual presentation to describe the key aspects of the 30% design submission.

- **Phase III – Detailed Design 50%, 90% and 100%** – Following City feedback on the Preliminary Engineering Report, the Consultants will be required to advance design drawings, constructability report, cost estimates and specifications at 50%, 90% and 100% detailed design. This phase will also include a risk register and a final virtual presentation.

- **Phase IV – Tendering Support** – Consultant will be tasked with responding to bidder technical clarifications, tender analysis and providing IFC drawings.

- **Optional Phase V – Contract Administration, Site Inspection and Engineering Support Services** – Following City approval to proceed, the Consultant will be responsible for quality auditing, site inspection, reviewing and approving commissioning and safety plans along with technical support. Summary reports of the site, as-builts, quantities and

general progress will be required at specified intervals as well as contract administration such as RFI's, CO's and general upkeep of records.

- **Optional Phase VI – Closeout Phase** - The close out phase will have the consultant complete contract administration services including one "end of warranty site visit", monthly reports, record drawings and any closeout forms/checklists for overall project closure.

All design deliverables and milestones must be approved by the City prior to continuation on the next design deliverable. Therefore, there will be hold points at the 30%, 50%, 90% and 100% design milestones.

2. INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION

Proponents must submit their proposals by electronic submission (PDF format), through MERX before the indicated in section 2.7. MERX can be accessed via the following website link – https://www.merx.com/. Proponents must address proposals to:

City of Iqaluit

Att: Kevin Kerr
Director of Engineering and Capital Planning
100-1085 Mivvik Street
Iqaluit, Nunavut, X0A 3H0

Proponents will be required to submit a Technical and Financial Submission as part of their offer, in separate files. Files should be labeled as follows:

Technical Submission: *"TECHNICAL PROPOSAL* – **2025-RFP-008** / **LTWP – WTP to Astro Hill Water Upgrades** – *Proponent Name"*

Financial Submission: "*FINANCIAL PROPOSAL* – **2025-RFP-008** / **LTWP – WTP to Astro Hill Water Upgrades** – *Proponent Name"*

It is the Proponent's responsibility to confirm successful submission of the proposal to MERX prior to the deadline.

The final decision on whether to accept late Proposals is at the City's discretion.

2.2 INQUIRIES

All inquiries concerning this RFP are to be directed by email only to:

Richard Sithole
Senior Project Manager
Colliers Project Leaders

Email: Richard.sithole@colliersprojectleaders.com

Abdalla Ambar
Assistant Project Manager
Colliers Project Leaders

Email: Abdalla.ambar@colliersprojectleaders.com

To ensure consistency and fairness to all Proponents, all firms who have received the RFP will receive information with respect to significant inquiries in the form of written addenda or clarifications. Verbal explanations or instructions will not be binding.

The deadline for submitting inquiries is indicated in Section 2.7.

2.3 ADDENDA

If it is determined that an amendment is required to this RFP, a written addendum will be posted via Merx and the City's website. It is the Proponents' responsibility to check Merx and the City's website to confirm whether an addendum has been posted. Proponents will not be provided with direct notice of any written addendum issued by the City. The only way this RFP may be added to, or amended in any way, is by a formal written addendum issued by the City. No other communication, whether written or oral from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent.

The City may amend, supplement or otherwise modify this RFP at any time and from time to time prior to the Proposal submission date, only by written addenda.

2.4 PROPONENT REQUIREMENTS

The successful Proponent must have a valid City of Iqaluit Business License prior to commencement of the Project. The Preferred Proponent shall apply for a license immediately upon notification of award, should they not hold a valid license.

2.5 OPENING OF THE PROPOSALS

There will be no public opening of the Proposals.

2.6 VALIDITY OF OFFER

The proposals shall remain open for acceptance for a period of not less than sixty (60) calendar days from the closing date of this Request for Proposal.

2.7 INTENDED RFP PROCESS SCHEDULE

The City estimates the schedule for the Request for Proposal process milestones will be as follows. The schedule in Table 1 is tentative and may be subject to change:

***Table 1** – RFP Process Schedule*

Milestone	Date
Issue RFP	September 3, 2025
Last Day for Proponent Questions	September 24, 2025 – 3:00 PM EST
RFP – Submission Deadline	October 1, 2025 –3:00 PM EST local Iqaluit time
Evaluation and Determination of Preferred Consultant	October 28, 2025
Approvals, Notice of Contract Award, and Notice of Regret	November 3, 2025
Contract Creation/ Circulation for Signatures	November 5, 2025
Project Kick-Off Meeting	November 5, 2025

3. PROPOSAL REQUIREMENTS

Proponent submissions should be prepared in sections, with the content of each section as specified below together with the evaluation/scoring weighting per basis for each section. Concise submissions which address the section requirements are required. Where a maximum number of pages are specified, each page is based on a single side of an 8 ½ x 11 sheet, with text no smaller than size 11 Arial font. The technical submission will be limited to twenty (20) pages single-sided with three (3) additional 11" x 17" pages for schedule and level of effort table. There are no page limits or restrictions to the financial submission.

The technical submission must not have any financial details included. If aspects of the financial offer are included in the technical submission, the City may choose to disqualify the Proponent.

3.1 TECHNICAL SUBMISSION REQUIREMENTS

3.1.1 Section A – Understanding of the Project (10 points)

Provide a written statement demonstrating the Proponent's understanding of the overall Project, the goals and objectives of this assignment, and its relevance to the overall delivery of the Project. Identify any risks and challenges, based on the Proponents understanding of the Project, the information presented in this RFP, and provide mitigation measures which will ensure successful project delivery.

Provide a description of the Proponent's vision for the assignment by comparison and contrast to reference projects which are similar examples of the Proponent's work. The details of each project should be included in Section B. The Evaluation Committee is interested in understanding how these reference projects responded to the project requirements and how these relate to the Proponent's understanding of the requirements for this assignment.

This section will be limited to one (1) page single-sided.

3.1.2 Section B – Reference Projects (15 points)

Provide information for Projects completed in the last ten (10) years that are relevant to this project. Provide three (3) reference projects. Each project listed should illustrate experience in all the following areas and each reference project should be fully completed to maximize this section of the evaluation.

1. Water Distribution System Installation and Upgrades
2. Access Vault Replacement
3. Northern/Arctic Design & Construction Experience
4. Construction Contract Administration and Site supervision related to this particular scope of work

The Proponents should clearly describe their roles and responsibilities on each of the reference projects, whether the projects were joint ventures along with the names of the other parties of the joint venture, a brief description of the project/assignment, and how the project tasks and activities and services provided relate to the scope described in this Request for Proposal. For each project, list the team members involved on the project and their roles as it relates to the team members listed in the Proposal. For each project, identify a Client contact and provide contact information (email and phone number). Start and completion dates, value of the design assignment and construction tender, initial and final actual costs should be identified. The Evaluation Committee may consult with the persons indicated as references by the Proponents in order to obtain feedback on the Proponent's performance on previous Projects and to understand the relationship between the Client and the

Proponent. The technical ratings may be adjusted, based on the interviews and feedback from reference consultations. Proponents must ensure that phone numbers and e-mail addresses of references are accurate and still valid.

When identifying a reference project, the Proponent should consider how their project relates to the assignment described in this RFP, along with the goals and objectives of the overall Project. Photographs representing each reference project are encouraged.

This section will be limited to three (3) pages single-sided.

3.1.3 Section C – Work Plan (20 points)

Provide a work plan detailing the methodology and approach to be taken to deliver the assignment, reflecting the schedule outlined in this Request for Proposal. It is crucial that the schedule is realistic and appropriate to ensure efficiency, productivity, and client satisfaction. Identify the proposed schedule along with key milestones for meetings with the City group. Focus on the following:

- Proposed systems, procedures & tools used to effectively manage the delivery process.
- Management of cost, schedule, change, risk, and procedures for constructability reviews
- Schedule with major milestones indicated.
- Use of technology to enhance supervision, improve communication, and ensure timely responses
- How quality will be enforced and ensured to meet timelines and accountability measures.
- Clearly identify what tasks will be completed, when they will be delivered (with milestone dates), how they will be carried out (methods, tools, systems), and why the proposed approach is appropriate for meeting the City's objectives of efficiency, reliability, and resilience.

Include in this section a schedule for the provision of services, identifying the time required for the Proponent's work and a breakdown of the time (number of hours) allocated for each task and Sub-Consultant (if applicable) during the work identified in the Request for Proposal. Include a description of major tasks, sub-tasks, methods/systems and personnel that the firm proposes to use for the project.

The Proponent shall describe what Inuit, local and Nunavut content, if any, shall be utilized.

This section will be limited to five (5) pages single-sided.

3.1.4 Section D - Corporate Qualifications and Experience (5 points)

Provide a statement of qualifications for the Proponent and other major consultant firms included in the Design Team (civil, structural, mechanical, electrical, process control engineers and all other team members and disciplines required to carry out the work) including:

1. Year founded as current corporate entity;
2. Permanent office address; and
3. List a maximum of 5 reference Projects (do not provide Project details as these should be listed in Section B).

3.1.5 Section E – Qualifications and Experience (35 points)

Provide an organizational chart describing the Proponent's Project Team for the assignment, which includes all positions and personnel on the project. Proponent to include key Sub-Consultant's (if applicable) along with their position within the Project Team. Provide a summary/short bio of key Project Team personnel, and include the information below:

Name;

1. Corporate affiliation;
2. Role and title on the Project, including the period for which the individual is to be associated with the Project, and the extent of the individual's time that will be devoted to the Project during that period; and
3. List any reference Projects provided in Section B (do not provide Project details) and describe the individual's role on each of the Projects.

Include all resumes as an appendix to the proposal. It is the City's understanding that the Project Team proposed by the Proponent in this section will be committed to the full delivery of the assignment. Changes to the Proponent's Project Team must be approved by the City. Limit each resume to 3 pages maximum, referencing similar project scopes.

Project Manager (10 points): This position is designed for an experienced Project Manager with the ability to perform in a management capacity, excellent written and oral communications skills, and a thorough knowledge of industry best practices and regulations are also required. This person will be the single point of contact for the City. In addition, must be knowledgeable of current technology and how it can be effectively utilized on the project. Provides direction and management for every phase of the project to assure on-schedule completion within or below budget and in accordance with contractual obligations. The Project Manager must have previous experience managing a project or program with total value $10 million and above. Minimum requirements include:

- Bachelor's degree in Engineering from an accredited University
- 15 years of verifiable experience in applicable projects
- Prior experience in contracts management and risk management of projects valued at $10 million and above
- Prior experience working with municipal, provincial, and federal government agencies
- Knowledge of government laws, regulations and permitting processes with regulatory bodies and coordination with external stakeholders as it relates to the specified scope of work
- Registered as a Professional Engineer in a Canadian jurisdiction
- PMP certification preferred

Lead Design Engineer (10 points): This position is designed for a Professional Engineer with extensive experience in the design and implementation of water conveyance system upgrades, particularly in remote and northern environments. This position should also demonstrate experience of operational risks with complex tie-in & commissioning of critical watermains. The Lead Design Engineer will be responsible for the overall design integrity, coordination with City staff, and technical

oversight through the project lifecycle, from preliminary design through to tendering, construction support and commissioning. Minimum requirements include:

- Bachelor's degree in a field of study applicable to the project
- 15 years of verifiable experience in applicable projects
- Strong communication, logging, and reporting skills
- Registered as a Professional Engineer in a Canadian jurisdiction

The remaining fifteen (15) points will be allocated to the evaluation of the additional team members submitted as part of the proponent's team. This section will be limited to three (3) pages single-sided.

3.1.6 Section F – List of Sub-consultants

Provide a list of all consultants the Consultant will be looking to engage as "Sub-Consultants" for the execution of the Project, and their individual roles.

3.1.7 Section G – Mandatory Submission Requirements (pass/fail)

Provide all mandatory requirements, as identified in Section 4.3. Proponents who fail to submit mandatory items will not proceed to the next phase of evaluation.

3.2 FINANCIAL SUBMISSION REQUIREMENTS

3.2.1 Consultant's Professional Fees (15 points)

Submit a **completed and unqualified** Cost Submission Form, included in Appendix A, along with a Consultant's corresponding level of effort fee table, complete with positions, hours, rates, and fee breakdown, based on the work being requested under this RFP. The level of effort table must be broken up based on major project tasks/phases (i.e. detailed design phase, tender support, contract administrator/site inspection, etc.).

The fee table must also include a breakdown on expenses/disbursements, based on the requirements described in the Terms of Reference. The Proponent must use per diem rates established by the National Joint Council for the Territory of Nunavut. The Proponent will be responsible for transportation requirements to and from the City and must include this in their fee proposal for expenses and disbursements. All travel expenses and disbursements will be invoiced at cost with no mark-up.

The completed Cost Submission Form and level of effort fee table shall form part of the contract document to be used between the City and the Preferred Proponent. The rates included in the fee table will be used in the event the scope of work is changed and provisions of the contract value to be changed during the project period.

Proponent fees and staff charge rates shall include all miscellaneous project expenses such as printing, copying, plotting, film, presentation materials, courier, computers, field equipment, cell phones, office supplies, etc. The City will not pay for any flat rate administration charges on top of invoices and there will be no mark-up allowed for any sub-consultant fees. Proponents shall assume 2-week turnaround times for all submittals to the City with these considered as hold points and any design work progressed during this time is at the Proponents risk. Any other financial qualifications which are not priced within the proposal may be subject to the Proponent being disqualified.

Additional fees for annual inflation will not be entertained. Proponents shall ensure annual staff rates presented in the financial proposal cover any escalation and inflation costs.

The Financial Submission shall also include a cash flow forecast for the entire duration of the project.

The Financial Submission will not be opened until after the evaluation of the technical submission has been completed and satisfied per the required technical criteria.

4. EVALUATION

4.1 EVALUATION COMMITTEE

The evaluation of Proposals will be undertaken by an Evaluation Committee appointed by the City. The Evaluation Committee may consult with technical, financial and other advisors, as the Evaluation Committee, in its sole discretion, may decide. The Evaluation Committee will reach a consensus through internal discussions.

4.2 EVALUATION STAGES

Proposals will be evaluated in four stages:

4.2.1 Evaluation of Mandatory Criteria

Proposals that do not meet the mandatory criteria will be rejected (Refer to Section 4.3 below) prior to any Technical Evaluation or Financial Evaluation.

4.2.2 Technical Evaluation – Total Value 85 Points

Subject to the Evaluation Committee's right to reject an unacceptable Proposal under Section 4.4, the Evaluation Committee will evaluate and score the Proposal information provided using Table 2 in Section 4.5 as a guide to assign scores. For each criterion, each Proposal will be assessed, and points will be awarded on the basis of the extent to which the requirements of the Request for Proposal documents are satisfied, and the comparative merit of the individual Proposal as compared to other Proposals.

Proposals will be ranked from highest to lowest in terms of meeting the City's requirements and containing technical merit. Proponents are required to achieve a minimum score of 70% (59.5/85 points) on the Technical Evaluation, in order to qualify for review of the Financial Submission.

4.2.3 Financial Evaluation – Total Value 15 Points

Financial evaluation of cost criteria will be conducted after evaluation of the technical criteria and reference checks.

A total of a maximum 15 points will be awarded on the basis of the Financial Proposal, and the distribution of fees to each phase of the Project.

The points for price will be awarded as follows:

The score for the Financial Submission will be in accordance with the following formula:

$$\textit{Proponent Score} = \frac{\textit{Lowest Financial Offer}}{\textit{Proponent Financial Offer}} \times 15 \textit{ points}$$

4.2.4 Selection

The Evaluation Committee will rank the Proponents, using the combined Technical and Financial score, from which it will select the Preferred Proponent. The Preferred Proponent's Proposal will be recommended to the City for the award of a contract for

Consultant services based on the Proponents standing in the evaluation review process. The City is not required to award the Proponent with the highest overall score and may award a Proponent with a lower overall score.

4.3 MANDATORY REQUIREMENTS

As indicated in Section 1 of this Request for Proposal, Proponents may be individual firms, or consortia of firms. In order for Proponent's Proposals to be considered for further evaluation they must demonstrate in their Proposals that the following mandatory requirements can be met.

Proponents must:

1. Provide evidence satisfactory to City from the Proponent's insurer that the Proponent is able to obtain the insurance coverage as specified in APPENDIX E City's Standard Service Agreement;
2. Include the submission of the Proponent's latest valid WSCC/ WSIB Certificate of Clearance;
3. Include a completed sign-off of Proposal submission, as per the requirements in APPENDIX F;

4.4 REJECTION OF UNACCEPTABLE PROPOSALS

The Evaluation Committee may at any time reject a Proposal without completing a full evaluation (including a Proposal from a Proponent that complies with the Mandatory Requirements and passes the 70% minimum score on the Technical Evaluation), if in the judgment and discretion of the Evaluation Committee further consideration of the Proposal would not be acceptable as the basis for award considering the Committee's evaluation of the Proponent's Proposal against the criteria indicated in Section 4.5 below.

The City reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal before its full evaluation if the Proposal reveals a conflict of interest, incorrect information, or misrepresentation by the Proponent of any information provided in its Proposal. The City further reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal where there is evidence that the Proponent, its employees, agents or representatives colluded with one or more other Proponents or any of their respective employees, agents or representatives in the preparation of the Proposal. The City further reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal before its full evaluation if the Proposal contains qualifications, limitations, rejections, or contradictions to the scope, conditions, and stipulations identified in the Request for Proposals.

4.5 EVALUATION CRITERIA

The Evaluation Committee will evaluate eligible Proposals to determine the Proposal which best meets the needs of the City, using the weighting criteria indicated in Table 2 below as a guideline.

***Table 2** – RFP Evaluation Criteria*

EVALUATION CRITERIA	WEIGHTING
Technical Submission	
Section A – Understanding of the Project	10 points
Section B – Reference Projects	15 points

EVALUATION CRITERIA	WEIGHTING
Section C – Work Plan	20 points
Section D – Corporate Qualifications and Experience	5 points
Section E – Qualifications and Experience	35 points
Technical Score Sub-Total:	**85 points**
Financial Submission	
Consultant Fees – Cost Submission Form	15 points
Financial Score Sub-Total:	**15 points**
Total RFP Evaluation Score:	**100 points**

5. TERMS AND GENERAL CONDITIONS

5.1 TERMS AND CONDITIONS

5.1.1 Submission of a Proposal constitutes acknowledgement by the Proponent that it has read and agrees to be bound by all the terms and conditions of this Request for Proposal.

5.1.2 The City will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by a Proponent will be borne by the Proponent.

5.1.3 This is not an offer. The City does not, by virtue of this Proposal call, commit to an award of any contract, nor does it limit itself to accepting the lowest price or any Proposal submitted, but reserves the right to award this Proposal in any manner deemed to be in the City's best interest.

5.1.4 Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time after sixty (60) days from the closing date of this RFP and prior to acceptance by the City and issuing a Letter of Intent.

5.1.5 The City has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the City as a result of the cancellation or reissuing of the Request for Proposal.

5.1.6 The City will not be responsible for any Proposal that does not indicate the Request for Proposal reference, and the Proponent's name.

5.1.7 The City will not be responsible for any Proposal that is delivered to any address or in any manner other than that provided in Section 2.1 of this Request for Proposal.

5.1.8 If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the Proponent whose Proposal for each service, in the City's opinion, provides the best potential value to the City and is capable in all respects to perform fully the contract requirements and has the integrity and reliability to assure performance of the contract obligations.

5.1.9 If the City decides to award a contract based on a submission received in response to this Request for Proposal, the Successful Proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a Contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until a Contract is signed by both parties. In the event of any inconsistency between this Request for Proposal, and any ensuing contract, the contract shall govern.

5.1.10 The contract will be in the form of the City's standard "City of Iqaluit Services Agreement" and it will contain the relevant provisions of this Request for Proposal, the accepted Proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted Proposal or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any Proponent who has submitted a Proposal.

5.1.11 A copy of the Services Agreement is included as APPENDIX E.

5.1.12 An Evaluation Committee will review each Proposal. The City reserves the exclusive right to determine the qualitative aspects of all Proposals relative to the evaluation criteria.

5.1.13 Proposals will be evaluated as soon as practicable after the closing time. No detail of any Proposal will be made public except the names of all parties submitting Proposals.

5.1.14 The proposal and accompanying documentation submitted by the proponents are the property of the City and will not be returned.

5.1.15 Proponents must acknowledge receipt of any addenda issued by the City in their Proposal.

5.1.16 Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.

5.1.17 Proponents and their agents will not contact any member of the City Council, City Staff or City Consultants with respect to this Request for Proposal, other than the City Representative named in Section 2.1, at any time prior to the award of a contract or the cancellation of this Request for Proposal.

5.2 NO COLLUSION

By submitting a Proposal, the Proponent, and each firm, corporation or individual member associated with the Proponent's Proposal submission, represents and confirms to the City, with the knowledge and intention that the City may rely on such representation and confirmation, that its Proposal has been prepared without collusion or fraud, and in fair competition with Proposals from other Proponents. Include confirmation of this under Item 3.1.7 of the Proposal submission.

5.3 CONFLICT OF INTEREST

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with Colliers Project Leaders, the City, its elected officials or employees, or any known participants in the Project. The City may rely on such disclosure.

Under Item 3.1.7 of the Proposal submission, include confirmation of the Proponent's agreement to conform to the conflict-of-interest requirements and disclosures as indicated in Supplementary Conditions SC2 – CONFLICT OF INTEREST.

5.4 ACCURACY OF INFORMATION

While the City has used considerable efforts to ensure an accurate representation of information in the Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The City gives no representation whatsoever as to the accuracy or completeness of any of the information set out in this Request for Proposal, or any other background or reference information or documents prepared by third parties and made available to Proponents. Proponents will make an independent assessment of the accuracy and completeness of such information and will have no claim whatsoever against the City or its representatives, agents, consultants and advisors, with respect to such information.

5.5 CONFIDENTIALITY

Proponents shall treat all information received through this Request for Proposal process and subsequent contract award as confidential and will not disclose such information to any person except with the prior written consent of the City.

Under Item 3.1.7 of the Proposal submission, include confirmation of the Proponent's agreement to conform to the confidentiality requirements as indicated in Supplementary Conditions SC1 – CONFIDENTIALITY. The Consultant shall ensure that all drawings, specifications and other documentation prepared for the Project and designated as confidential by the Owner, are prominently stamped on each page or sheet of each document with the word "CONFIDENTIAL" prior to release for construction bidding purposes or during the course of the Work.

5.6 WORKING LANGUAGE

All Proposals must be written in English. Any project deliverables or documents created by the Proponent must be provided in all three (3) official languages of the Territory at the request of the City. The Proponent shall provide complete translations in English, Inuktitut, and French at no additional cost to the City.

5.7 TERMS OF PAYMENT

The Proponent shall be reimbursed monthly for works completed for each service provided. Invoices are to be submitted on a monthly basis, and shall include:

1. The project title.
2. A description of the work completed.
3. Billing summary, which includes the tasks as set forth in the costing submission, the proposed costs, cost to date, percentage invoiced to date, and the percentage of work completed to date for each task.
4. Backup for all disbursements (time sheets may be requested).
5. Updated cash flow expenditure forecast as described in 5.8.
6. Monthly report as described in 5.11.
7. Hours charged are to be summarized and provided as backup.

The Proponent is to update the invoice (as required), as per any comments or feedback received from the Project Manager. The final invoice is to be submitted to the Project Manager for processing with the City. Invoices that are issued directly to the City's Accounts Payable Department will not be processed. Invoices must be submitted for payment by the 15th of every month, for previous months work (e.g. invoice must be submitted by February 15th for work completed up to January 31st).

No payment will be made for the cost of work incurred to remedy errors or omissions for which the contractor is responsible. No additional invoicing will be accepted above and beyond what the City has agreed to as per the contract. At no time shall the contract upset limit be exceeded without prior written authorization from the City.

5.8 CASH FLOW EXPENDITURE FORECAST

The Proponent is to submit a cash flow expenditure forecast identifying how the Proponent anticipates invoicing the City on a monthly process, based on the established schedule. An update cash flow expenditure forecast is to be submitted with every monthly invoice.

5.9 WSIB/ WSCC CERTIFICATE

Under Item 3.1.7 of the Proposal submission, include submission of the Proponent's latest WSIB or WSCC Certificate of Clearance (failure to submit a certificate or letter of exemption from coverage with the Proposal may result in disqualification of the Proposal). Proponents with no WSCC coverage must apply to the Government of Nunavut with 10 working days of starting operations.

5.10 HEALTH AND SAFETY

The successful Proponent shall provide the City a copy of its Health and Safety plan within 5 calendar days of execution of the contract. The successful Proponent shall comply at all times with the City's health and safety requirements while working in Iqaluit.

5.11 PROJECT REPORTING

The Consultant will be required to provide monthly status reports, which must communicate the following: assignment status, work completed to date, work remaining, balances outstanding, schedule progress (baseline and approved changes), and financial status (original contract value, current contract value, % complete vs. % spent). The Consultant shall also include key high-level risks and issues (including potential mitigations) that have the potential to affect the Consultant's scope of work or the Project's overall objectives. For the Preliminary Design (Phase II) submission and beyond to design completion, the Consultant shall also provide list of all anticipated design drawings for the project, with corresponding percentage complete listed. The Project Status Report is to be submitted to the City's Project Manager.

The schedules for the work efforts in the project will be established, tracked, and controlled through the continuing use and updating of a CPM network scheduling program. This will provide project management staff with the schedule status of each task on a monthly basis and will identify any task which is behind schedule and could adversely affect the overall project schedule.

5.12 CITY OF IQALUIT MUNICIPAL DESIGN GUIDELINES

The City's Municipal Design Guidelines (MDG) are continuously changing and improving. While they should be referenced when developing the design, it is expected that the Consultant shall also reference and apply any and all design guidelines, standards, regulations, and industry best practices at the Municipal, Territorial and Federal levels as it relates to the specific applications of the project and scope.

6. CONSULTANT SCOPE OF WORK

The City of Iqaluit is seeking to retain a qualified Consultant to undertake engineering services for a consolidated water infrastructure upgrade project involving three high-priority components. These include:

1. Replacement of Access Vault AV305.
2. Installation of a third HDPE supply main from the WTP Treated Water Reservoir to AV306.
3. Replacement of the existing water distribution infrastructure (including pipeline creek crossing) between AV306 and the Astro Hill Complex.

These upgrades were identified through a series of technical studies conducted, including the Water Loss Investigation, Deficiencies List, Hydraulic Model Update and Resiliency Study. Together, these assessments highlighted critical vulnerabilities in the City's water infrastructure related to permafrost degradation, structural instability, aging assets, and limitations in the current supply network under future demand scenarios. The proposed upgrades are presented in **Figure 1**.

Background for Upgrades

1. AV305 Replacement

Access Vault AV305 is a critical infrastructure node within Iqaluit's water distribution system, through which approximately 70% of the City's total potable water supply flows. Located along a major trunk line, AV305 has experienced ongoing structural shifting and vertical movement due to freeze-thaw cycling and underlying permafrost degradation. These conditions have resulted in operational concerns, such as a major pipe break in 2021 which resulted in significant non-revenue water loss and disrupted service to all gravity-fed users. Replacing AV305 is essential to prevent future infrastructure failure and maintain uninterrupted water service to key downstream areas, including the downtown core.

2. Third HDPE Supply Main (From Reservoir to AV306)

The existing two supply lines from the treated water reservoirs to AV306 are unable to maintain minimum target pressures during peak hour demand, particularly in gravity zones of the network. Previous hydraulic assessments, such as the Hydraulic Model report in Appendix D, have suggested that a third supply line would increase conveyance capacity, reduce pressure deficits in critical zones, and improve system redundancy in the event of existing supply line failures.

The proposed upgrade includes the installation of approximately 410 meters of HDPE watermain between the reservoir and AV306, routed to optimize constructability and frost protection, as shown in **Figure 1**. This additional trunk line will supplement existing infrastructure, improve pressure reliability throughout the distribution network, and enhance the City's overall water supply resilience. As the new alignment is expected to follow the existing main's route beneath the hospital, the consultant will be responsible for confirming the existing pipe's location and undertaking optioneering to determine whether it should remain in place or if a new routing is required.

The Owner's Engineer (WSP) has determined, through the City's calibrated hydraulic model, that a 400mm HDPE supply main is required to meet pressure and flow targets for the gravity-fed loops. Proponents shall use this sizing as the design basis, while ensuring all other design criteria, parameters, and features meet the City stated and implied objectives.

3. Creek Crossing Upgrade (From AV306 to Astro Hill)

The existing 250mm above-ground watermain crossing the creek at Astro Hill is currently supported above ground by aging wooden cribbing installed nearly 18 years ago as a temporary measure. Due to long-standing concerns around durability, structural integrity, and safety, the City is looking at replacing this segment with a more resilient permanent solution.

The new installation will involve replacing approximately 215 meters of the existing pipeline with a new HDPE watermain. This new segment will tie into a newly proposed access vault (24-A-WAT), currently under development through a separate contract managed by Dillon Consulting. The creek crossing section will also require the design and implementation of a Pressure Breaking Valve (PBV) to mitigate higher pressures during low demand periods.

The design for all three (3) scopes of work above must account for the removal of the existing infrastructure and ensure minimal service disruption during construction. Temporary bypass strategies or sequencing plans may be required to maintain supply continuity. The proponent shall include bypass strategies in the design if required to then be included in the respective RFT package.

As this section spans a watercourse, environmental approvals and erosion control measures will be required and form part of this Scope or Work. Given the pipeline's importance to the overall system, continuity of service during construction will be essential.

The consultant must verify the sizing for all of the new HDPE pipes on the project to account for the minimum target pressures to improve flow in the system. Coordination with the Owners Engineer, WSP, will be required to ensure the minimum standards and the required flow demand is met.

Depending on the City’s preference following the completion of the preliminary design, the scope of work may be issued as two separate RFT packages: Scope of Work 1 and 2, covering the Water Treatment Plant (WTP) to AV306 and the replacement of AV305, as one package, and Scope of Work 3, the creek crossing and connection to the new access vault, as another separate package. To accommodate this potential approach, proponents shall provide separate pricing for each respective package in the cost submission form, as outlined in Appendix A. Regardless of the tendering strategy, the design for both packages shall proceed concurrently.

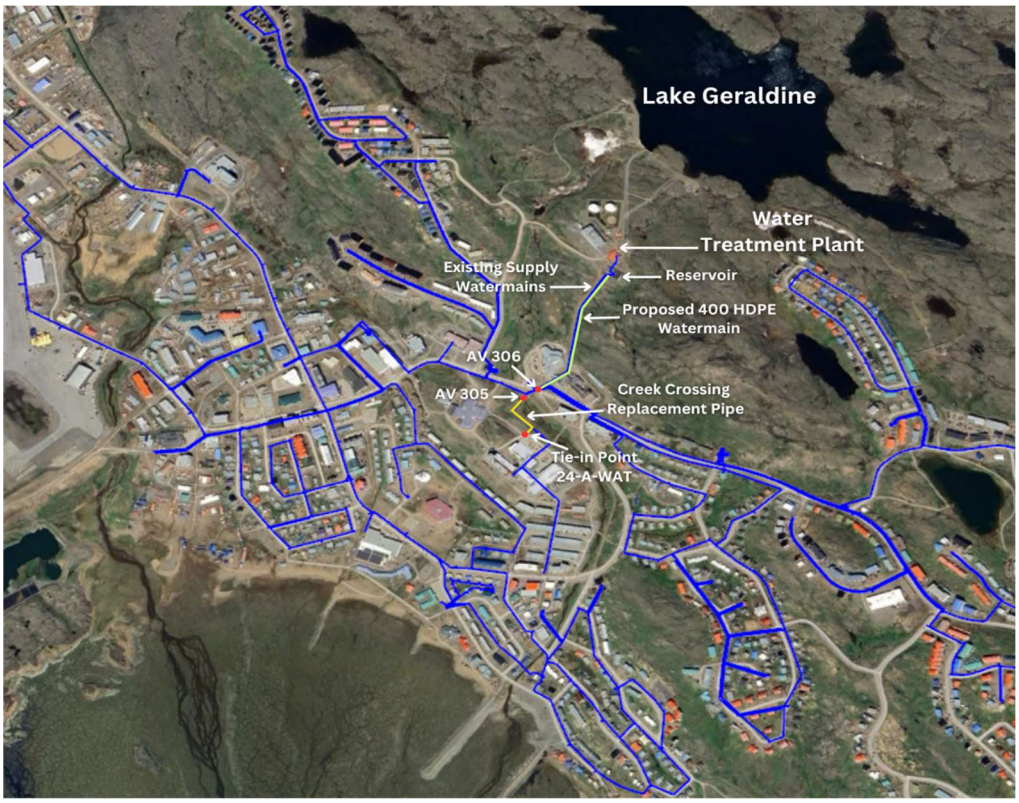

Figure 1: Aerial view of Iqaluit's Water distribution system and Proposed Upgrades

Project Phases

The Project is comprised of the following phases:

1. Proof of Concept Report
2. Preliminary Engineering Design Study
3. Detailed Design
4. Support During Tendering and Procurement
5. Construction Phase –Contract Administration/ Site Inspection
6. Closeout Phase

6.1 Phase I – PROOF OF CONCEPT REPORT (10% Submission)

Purpose: Proof of Concept Report demonstrates the feasibility of the solution and approach, identifies early project risks, establishes a baseline, and supports project planning.

The Consultant shall:

1. Attend project kickoff meeting.

2. Review of background documents (Appendix D) including previously completed studies and concepts.

3. Attend bi-weekly Project Meetings:

Allow for one (1) virtual Phase Deliverable(s) Presentation / Review Meeting for this phase of the project with design leads as necessary. Complete updates to design documentation following receipt of stakeholder comments.

Proof of Concept Report:

The proof of concept should consist of a three (3) page report (excluding Appendices) which should include the following:

- Project scope and objectives
- Proof of Concept Layout
- Project design and approach
- Key constraints
- Preliminary Risk Assessment & Mitigation
- Project Schedule with a Critical Path
- Risk Register
- Adjacent/Overlapping/Growth Projects (If applicable)
- Virtual Workshop Meeting with the City
- The consultant shall include in the report details for:
    - Evaluating the preferred alignment by the City to ensure it is viable and conforms to design requirements
    - Add listing of key external stakeholders to be consulted, such as, but not limited to:
        - Qikiqtani General Hospital
        - Qulliq Energy Corporation (district heating line)
        - Adjacent landowners
        - Environmental regulatory bodies
    - Options analysis of the best routing options

Required deliverables for this phase is provided below:

1. Proof of Concept Report (10% Submission Milestone)
2. Meeting Minutes (To be submitted within 48 hours of when the meeting was held)
3. Phase Deliverable(s) Virtual Presentation

6.2 PRELIMINARY ENGINEERING DESIGN REPORT (30% DESIGN)

Purpose: To advance conceptual design layouts for the selected alternatives from the Options Analysis Study. The preliminary design will define pipeline alignments, vault modifications, and creek crossing structures with sufficient detail to support regulatory review, stakeholder input, and 50% detailed design development.

6.2.1 **Site Assessment and Investigations:** To review available background information and conduct the necessary field investigations to confirm existing site conditions and reduce uncertainties affecting the design and constructability of the proposed AV305 replacement, third supply line installation, and creek crossing upgrade. This phase will provide essential data to evaluate permafrost conditions, groundwater impacts, subgrade stability, alignment feasibility, and infrastructure tie-ins.

The Consultant shall:

1. Complete a desktop study of all available City of Iqaluit Municipal Design Guidelines, City planning documents, as-built records, previous reports, and relevant information. This task will include a gap analysis for assessing or identifying any missing information required to complete the work.
2. Conduct a Site Survey as described in Appendix H. The Consultant may be required to daylight infrastructure at the City's request. A cash allowance in Phase 1 has been provided in the Cost Submission Form in case daylighting is required.
3. Attendance at key stakeholder meetings, including hospital consultation.
4. Conduct a Phase I Environmental Site Assessment (ESA) as described in Appendix I.
5. Conduct a Phase II ESA (if required) as described in Appendix I.
6. Conduct a Geotechnical Investigation as described in Appendix J. The Consultant may be required to daylight infrastructure at the City's request.
7. Provide an agenda for, chair, and minute all meetings that are necessary to be carried out to successfully complete this phase of the work.

A non-exhaustive list of required deliverables for the Site Assessment and Investigations is provided below:

1. Gap Analysis Technical Memorandum describing background documentation received and how information gaps will be addressed.
2. Geotechnical investigation report with borehole logs and foundation recommendations.
3. Topographic survey drawings in AutoCAD Civil 3D format, compatible with the City's GIS system.
4. Phase I ESA report.
5. Phase II ESA report (subject to City cash allowance approval)
6. Memo summarizing background review, data gaps, and field findings, including confirmation of third-party tie-in locations and AV coordination needs.
7. Prepare an "Issues Control Log", to be maintained/updated throughout the entire project.
8. Updated base plans incorporating verified site conditions to support subsequent design phases.

6.2.2 **Options Analysis Study**

Purpose: To evaluate technically viable design alternatives for AV305 replacement, the third supply main, and the Astro Hill creek crossing to determine the most constructible and cost-effective solutions. This task will guide selection of the preferred design path for advancement into preliminary design.

The Consultant shall:

1. Evaluate replacement and stabilization options for AV305, including thermosyphon systems, subgrade improvements, and vault relocation, using geotechnical data collected in the previous phase.
2. The third HDPE supply main has been sized at 400 mm by the Owner's Engineer using the City's calibrated hydraulic model; the awarded Consultant shall design the watermain accordingly.
3. Assess alignment options for the HDPE supply line between the Reservoir and AV306, considering frost protection, trench depth, utility conflicts, and connection logistics.
4. The existing pipes run underneath the Hospital that creates accessibility issues and potential constructability issues for the new line. Proponents are to conduct a routing options analysis for the section of the HDPE supply line that crosses beneath the hospital, with specific consideration for site constraints and local water drainage patterns in the area. Proponents are to present three (3) viable separate routing options, each evaluated against the project objectives, including a clear analysis of associated advantages and disadvantages.
5. Compare structural approaches for the creek crossing upgrade (e.g., elevated supports vs. culvert-based options) with consideration for environmental, hydraulic, and operational factors.
6. Conduct a routing/alignment options analysis for the creek crossing upgrade. Proponents are to present three (3) viable separate routing options, each evaluated against the project objectives, including a clear analysis of associated advantages and disadvantages.
7. Prepare a comparative matrix summarizing constructability, lifecycle cost, permitting needs, and performance for each alternative.
8. Present recommendations for preferred alternatives to the City for confirmation prior to proceeding to design.
9. Prepare a Water Crossing Hydrotechnical Report for long term resiliency of the creek crossing.

A non-exhaustive list of required deliverables for the Options Analysis Study is provided below:

1. Technical memo summarizing design alternatives, pros/cons, and evaluation criteria.
2. Recommendation matrix comparing options.
3. Water Crossing Hydrotechnical Report
4. Recommendation report identifying preferred solutions for each work package component.

The Preliminary Engineering Report shall include:

1. Advanced preliminary designs for AV305, including insulation, leveling, thermosyphon placement (if required), and vault repair details.
2. Conceptual alignments for the third supply main with connection tie-ins at reservoir and AV306.
3. Developed structural layouts for the Astro Hill creek crossing, including span supports or culvert systems.
4. Preliminary material specifications, basis of design memo, and drawings.
5. Present findings and coordinate with City staff and regulatory bodies regarding permitting pathways.

A non-exhaustive list of required deliverables for this phase is provided below:

1. Preliminary design report and plan/profile drawings.
2. Options Analysis Study
3. Concept-level structural drawings for the creek crossing.

4. Basis of design report with material specifications and assumptions.
5. Class D preliminary cost estimates.
6. Stakeholder input summary (if applicable).
7. Presentation package for internal City review and design validation.

6.3 DETAILED DESIGN

Purpose: To produce tender-ready detailed engineering drawings and specifications to show required installations, equipment and materials in order to satisfy the intent of the project. Prepare all necessary construction drawings, including site plans, general arrangements, existing and removals, erosion and control plans, elevation/sections and construction details for all disciplines on a basis of the approved final design. Prepare the contract documents, which includes the bidding instructions, bidding forms complete with clear bid item descriptions, conditions of the contract, supplementary conditions, and specifications. This includes addressing frost protection, quality control reporting requirements, factory acceptance testing, Geotech and materials testing and reporting, constructability, environmental compliance, and operational integration across all three project components.

The Consultant shall:

1. Chair and minute bi-weekly meetings with the Project Team for the duration of this phase of the design. Consultant Project and Design Manager to attend at a minimum. Allow for one (1) virtual Phase Deliverable(s) Presentation / Review Meeting for this phase of the project with design leads as necessary. Complete updates to design documentation following receipt of stakeholder comments.
2. Prepare a 50% design package, which includes detailed design drawings, engineering specifications, Class ‘C’ cost estimate, updated risk register, and procurement & construction schedule.
3. Conduct a constructability review of the 50% design level documents. The constructability review of design packages is considered by the City to be an integral part of the Proponent’s quality assurance program. It is one of the keys to claims avoidance and is accomplished by a number of select specialists prior to advertising a tender package and has the following specific objectives:
    a. Improve quality of designs, drawings, specifications, and related documents.
    b. Review the project specifications and contract drawings and identify any ambiguities, omissions, conflicts, and design oversights.
    c. Verify the identification and appropriateness of construction milestones.
    d. Consider maintainability aspects of the design.
4. Upon approval of the 50% submission, prepare a 90% design package, which includes advancement of detailed design drawings, engineering specifications, Class ‘B’ cost estimate, and procurement and construction schedule.
5. Upon approval of the 90% submission, prepare a 100% design package, which includes completed and stamped detailed design drawings, engineering specifications, class A cost estimate, updated risk register and procurement & construction schedule.
6. Lead the approvals process and serve as the representative of the City for all permitting and approvals required to proceed with construction of the specified design.
7. Provide an agenda for, chair, and minute 50%, 90%, and 100% design package review meetings as well as any other meetings required to carry out the scope as defined by the consultant.
8. Integrate findings from geotechnical and survey data to confirm design assumptions.

9. Coordinate internally and with City representatives to ensure designs meet operational requirements, long-term maintenance goals, and are consistent with applicable codes and standards.

A non-exhaustive list of required deliverables for this phase is provided below:

1. 50% design package
2. 90% design package
3. 100% design package
4. Constructability Review
5. Permitting and approvals submissions, responses to inquiries from authorities having jurisdiction, and other necessary items to obtain all necessary permits and approvals.
6. Agendas and minutes for three (3) design package review meetings (50%, 90%, 100%) as well as any other meetings required to carry out the work.
7. Design brief, technical memos outlining design assumptions and key decisions.
8. Quantity take-offs and pricing summaries supporting the cost estimates.
9. QA/QC certification or checklist indicating internal review has been completed.
10. Construction sequencing and tie-in methodology, including pipe removal strategy and bypass or service continuity plans.

6.4 CONSTRUCTION PROCUREMENT PHASE

Purpose: Assist the City and/or Owner's Project Manager during the construction procurement phase of the project, as the City looks to retain a Contractor for construction services. The Consultant will ensure that the design intent is clearly conveyed and that prospective bidders have the necessary technical information to submit accurate and complete proposals.

The Consultant shall:

1. Act in an advisory role to the City/Owner's Project Manager who will tender the Project.
2. Respond to questions raised by bidders and prepare addenda or clarifications for issue to bidders.
3. Participate in pre-bid meetings and site walkthroughs to clarify the design scope and address bidder questions.
4. Assist the Project Manager and Evaluation Committee with examining and evaluation of tenders. Advise on acceptance of submissions and provide a recommendation for award.
5. Upon contract award prepare and issue stamped "for construction" documents, revised to include all addenda and changes made during the tender period.
6. Chair and minute bi-weekly meetings with the Project Team for the duration of this phase of construction. Consultant Project and Design Manager to attend as a minimum.

A non-exhaustive list of required deliverables for this phase is provided below:

1. Responses to technical questions and RFIs.
2. Participation in one pre-bid meeting and/or site walkthrough.
3. Support in preparing and issuing tender addenda, as required.
4. Technical review memo summarizing input provided during bid evaluation.
5. Issued-for-Construction (IFC) drawings and specifications incorporating all changes from the tendering phase.

6.5 (Optional) CONSTRUCTION PHASE – CONTRACT ADMINISTRATION, SITE INSPECTION & ENGINEERING SUPPORT

Purpose: To support the administration of the construction contract, and in particular to inspect the construction to ensure compliance with the design documents.

The Consultant shall:

6.5.1 Be a representative of the City.

6.5.2 Advise and consult with the City and its Project Manager.

6.5.3 The Engineer on Record (EOR) has the authority to act on the City's behalf to the extent provided in this RFP and the Contract Documents.

6.5.4 Develop a site-specific Quality Control Plan describing tasks, methodology, ITPS, Commissioning Plans, testing, deliverables, and internal audit procedures. The Plan will cover the following tasks as a minimum:

- Risk Identification and provide mitigation solutions
- Pre-Start Meeting with Contractor – Requirements
- Review of Contractor's Required Submission and/or Plans
- General Inspection & Test Plan for all Construction Categories
- Proposed hold points in construction requiring Design Engineer signoff to proceed
- Health & Safety Plan incl Emergency Response Procedures
- Environmental Reporting
- Site Meetings
- Special Meetings
- Monitoring the Contractor's QC Plan and other Project Plans (Note: Non-nuclear density gauges shall not be used)
- Quality Audits
- Progress Payments, Change Orders, Substantial Completion and Final Completion
- Communication protocols with the Contractor and City
- Document Procedures
- Respond to RFIs (within 24 hours)
- Non-Conformance Reporting
- Issues Resolution
- Contractor's Performance Reviews
- Submission of Record Documents
- Record Drawings, civil asbuilts to be GPS'd, mechanical to be 3D Scanned, both in acceptable format to the City
- Daily Construction Reports
- Review compliance with Quality Control Plan – Internal Audit

6.5.5 Construction Safety

- All construction projects performed by the Contractor are subject to federal and territorial safety regulations.
- The Contractor to provide Site Specific Health and Safety Plans in accordance with the contract that is to include emergency response plans, fire plans, lift plans, and the identification of any additional site-specific issues. The Consultant is to ensure that these plans are adequate and are adhered to.

6.5.6 Develop a detailed Inspection & Test Plan (ITP) to cover all construction activities using the template in Appendix G. The ITP shall include:

- Product characteristics to be inspected, methods of inspection and test, acceptance criteria, frequency, and the report format for documenting the results of an inspection or test
- Inspection and test equipment
- Qualified independent laboratories
- Appropriate safety and environmental conditions
- Mandatory inspection hold and witness points beyond which work shall not proceed without specific recorded consent of the authorized representative
- Requirements for qualifications of the personnel performing inspections or test
- Non-conformance procedures, including issuance of Non-conformance Report within 24 hours of incident or non-conformance.
- Non-conformance root cause analysis and issuing corrective actions
- Contract substation completion checklist
- Contract completion and handover checklist
- Consultant internal audit process
- Record of all test results, including compaction tests, XRAY tests on all welds, pressure tests on piping, leak tests on piping and AVs, waterline pressure tests, HDPE fusion test results to be automatically data logged by fusion machine, HDPE fusions marked in the field with a paint pen, fusion operator certificates, supplier certified coating technicians, certificates of coating applications to make sure the conditions of application meet the supplier's specifications, and more.
- Factory Acceptance Test and Site Acceptance Test as required.

6.5.7 Shop Drawings, Contractor Designs and Construction Materials Submissions

The Consultant is to:

- Specify in the construction specifications the shop drawings; materials data sheets/information and temporary works designs to be submitted by the Contractor
- Review within five (5) business days of receipt of shop drawings/designs/materials submissions provided by the Contractor to determine conformity with the design concept; intent of the construction documents and indicate to the Contractor general conformance.
- Provide comments to and request re-submissions from the Contractor, as necessary.
- Provide the Departmental Representative within five (5) business days of receipt of accepted submission, a signed "Reviewed and Accepted" and dated electronic copy.

6.5.8 Site Visits by the Design Engineer(s)

The Consultant's design engineer(s) are to:

- Perform four (4) site technical visits by the Project Technical Lead only when work in progress pertains to their respective discipline. Trip costs shall be included under the Contract Administration lump sum price. All trips by Technical Leads shall only occur once approved by the City and shall be reimbursed per the actual trip costs. Breakdown of site technical visits as follows:
  - 1 Site Visit for AV305 Replacement, prior to tie-in.

- 2 Site Visits for the Third 400mm HDPE Supply Main (From Reservoir to AV306), during construction and prior to tie-in.
- 1 Site Visit for Creek Crossing Upgrade (From AV305 to Astro Hill), prior to tie-in.

- Advise Contractor as to elements to be inspected and the associated timing of their inspections.
- Record and report to the Departmental Representative on the progress, quality of work observed at each site meeting, and provide the Contractor and City with written progress reports and lists of deficiencies observed with corrective actions.
- Design services during Construction.

6.5.9 The Consultant services during construction are to include, but are not limited to the following activities:

- Prepare a photo log of the work area prior to contractor mobilization to establish an agreed basis for the state, and existing conditions, of the site prior to work commencing
- Review and approve final pre-construction survey and alignment layout by Contractor in the field, two weeks prior to mobilization.
- Submitting updated drawings and specifications that include amendments and issues raised during tendering
- Act as and maintain the responsibilities of the Engineer of Record (EOR) for the project
- Attending and participating in project bi-weekly meetings as requested by the City
- Performing site inspections for conformance of work as requested by the City
- Performing Quality Audits on behalf of the City to supplement the Contractor's testing and inspection processes and to verify that the Contractor's Testing and Inspection Reports are accurate and within acceptable limits and ranges
- Reviewing and replying to Contractor's submittals
- Advising the City with respect to alternative construction methods or alternative materials proposed by the Contractor
- Modifying design as required to provide for unexpected field conditions
- Submitting Site Instructions and NCRs to the Contractor
- Providing technical details, cost estimates, drawings, and sketches for contemplated change notices (CCN) and change orders (CO)
- Assist in the commissioning activities as requested by the City
- Inspect the completed work, provide list of deficiencies after substantial completion to be addressed prior to issuance of final certificate of completion
- Review Contractor's end-of-construction deliverables by preparing a list of deliverables, reviewing and ensuring that all end-of-construction deliverables from the Contractor, including but not limited to warranties, as-built record drawings and Operations and Maintenance manuals, have been submitted in specified quantities and format to the City
- Review and provide feedback on Contractor's marked-up record drawings for preparation of as-built record drawings
- Edit CAD files to incorporate Contractor's as-built markups to generate and submit final as-built record drawings
- Review and comment on O&M Manuals

6.5.10 Extension of Contract Time Requests:

The Contract Administrator shall be familiar with contract completion dates, the charging of working days/calendar days, and any seasonal milestone constraints, if applicable. The Contract Administrator shall receive and evaluate the Contractor's requests for extension of time and provide a comprehensive written report with recommendations to the City within the timeframes specified in the contract.

6.5.11 Contractor's Progress Claims

The Consultant is to:

- Request from the Contractor prior to the issuance of the first progress claim, a cost breakdown of the Construction award price in detail appropriate to the size and complexity of the Project, or as may otherwise be specified in the Construction Contract and submit the cost breakdown to the City.
- Review Contractor submitted monthly progress claims (with cost breakdown, statutory declaration and WSIB certificate) in a timely manner and, if acceptable, certify the progress claims for work completed and materials delivered pursuant
- To the construction Contract and submit them to the City for approval and processing.
- Measure and record the quantities of labor, materials and equipment involved for the purpose of certifying progress claims if the construction is based on unit prices.
- Verify at each progress payment claim that the Contractor has accurately recorded information on the site as built set of construction documents.
- Update schedule of work progress.

6.5.12 Full-time site inspection services will be required for the duration of active construction. The Consultant shall ensure an inspector is present on site during all working hours when the Contractor is performing work. Inspectors/Field Observation Reports will require the following daily documentation, including days where the Contractor and/or Consultant are not on site. The Inspectors reports shall discuss, at a minimum, the following items and the reports shall be submitted on the Consultant's letterhead. The Consultant shall submit a template for the City's approval. The template must be approved at the time of the Construction Contract award. The daily reports must be submitted at the time of leaving site for the day and within the workday electronically by submission into a ShareFile or by email:

- Date
- Weather conditions
- Contractor's hours of work
- General progress of work, including, but not limited to daily and cumulative total progress for all contract pay items and quantities.
- Safety meetings, safety incident reporting
- Equipment being moved or arriving on the job and its purpose
- Site visits from City officials, and any specific instructions
- Instructions given to the Contractor
- Contractor's claims or complaints
- Stoppage of work by the Contractor for any reasons
- Separate time and materials records
- Complete description of how cuts are excavated, type of equipment used, and difficulties encountered due to either improper equipment or nature of material
- The source and nature of excavated material and its final disposition including the equipment involved and the time and duration of the work

- Record of any environmental incidents
- Record of non-compliance/non-conformance to be issued by the EOR
- Obtain and record accurate measurements of work done by the Contractor
- All equipment that is in the contract must be recorded and hours used, or not used
- The number and type of labor shall be recorded
- The actual hours worked shall be recorded
- The actual hours not worked shall be recorded
- Equipment on site not used
- Inspection activities and verification results
- Documented verification of all contract items
- Photos of daily work progress
- Planned production vs actual for major items (weekly)
- The following items are to be captured in the daily disbursement rates. The intent is for the daily rate to serve as a basis for extending the inspector's disbursements as needed based on the Contractor's schedule in a simple manner that does not require negotiating staff change-overs, additional flights, and hotels for connecting flights. The field observation pay item will only be reimbursed for days that have a diary provided demonstrating work progress onsite. The field observation pay item will only be reimbursed for the hours shown on the daily diary which shall match the contractor's daily start and stop.
  - Flights
  - Vehicle Rental
  - Gas for vehicle
  - Hotel
  - Inspector per diem

6.5.13 Have access to the Work at all times wherever it is in preparation or progress.

6.5.14 Forward all instructions from the City to the Contractor.

6.5.15 Carry out and coordinate as applicable the General Review/Field Review of the work.

6.5.16 Keep the project team & City informed of the progress and quality of the work, and report defects and deficiencies in the work observed during the course of the site reviews.

6.5.17 In the first instance, interpret the requirements of the Contract Documents and make findings as to the performance thereunder by both the City and the Contractor.

6.5.18 EOR to render interpretations in written and graphic form as may be required with reasonable promptness on the written request of either the City or the Contractor.

6.5.19 EOR to render written findings within reasonable time, on all claims, disputes and other matters in question between the City and the Contractor relating to the execution or performance of the work or the interpretation of the Contract Documents.

6.5.20 Render interpretations and findings consistent with the intent of and reasonably inferable from the Contract Documents; showing partiality to neither the City nor the Contractor.

6.5.21 Have the authority to reject work which does not conform to the Contract Documents, and whenever, in the Consultant's opinion, it is necessary or advisable for the implementation of the intent of the Contract Documents, have the authority to require special inspection or testing of work, whether or not such work has been fabricated, installed or completed.

6.5.22 Review and take other appropriate action with reasonable promptness upon such Contractor's submittals as shop drawings, product data, and samples, for conformance with the general design concept of the Work as provided in the Contract Documents.

6.5.23 Maintain an electronic log to evidence the status and disposition of Shop Drawings and other required Contractor submittals. The log shall be provided and reviewed at every Project meeting.

6.5.24 Respond to Requests for Information (RFI) and maintain an electronic log to accurately document the status of all RFI's. The log shall be provided and reviewed at every Project meeting.

6.5.25 Prepare Contemplated Change Notices and Change Orders for the consideration of the Project Manager and for the City's approval and signature in accordance with the Contract Documents and maintain electronic logs to accurately document the status of all issued and contemplated CCN's and CO's. The logs shall be provided and reviewed at every Project meeting.

6.5.26 Have the authority to order minor adjustments in the Work which are consistent with the intent of the Contract Documents, when these do not involve an adjustment in the contract price or an extension of the contract time.

6.5.27 Furnish supplemental instructions to the Contractor with reasonable promptness.

6.5.28 Receive from the Contractor and forward to the City for the City's review the written warranties and related documents.

6.5.29 Receive from the Contractor and review and approve the Contractor's as-built drawings and provide to the City a complete set of electronic as-built drawings for all building systems and components.

6.5.30 Review any defects or deficiencies which have been observed and reported during that period and notify the Contractor in writing of those items requiring attention by the Contractor to complete the Work in accordance with the Contract.

6.5.31 Determine the amounts owing to the Contractor under the Contract, based on the observations and evaluation of the Contractor's application(s) for payment.

6.5.32 Issue certificates for payments in the value proportionate to the amount of the Contract and the Contractor's Schedule of Values, of work performed and products delivered to the place of the Work.

6.5.33 Determine the date of Substantial performance of the work. Issue the Substantial Performance certificate.

6.5.34 Verify the validity of the Contractor's application for final payment and issue a certificate of final payment.

6.5.35 Serve as the "Consultant" as per the Contract Agreement inclusive of the Supplementary Conditions between the Owner and the Contractor.

It is anticipated that procurement of long-lead items and minor preparatory works will commence in 2026, with the majority of on-site construction activities occurring during the 2027 season.

A non-exhaustive list of required deliverables for this phase is provided below:

1. Site-specific Quality Control Plan and ITP
2. Daily field reports
3. Technical site visit memos

4. Submittal review logs and RFI logs
5. Certificates of Payment (Progress, Substantial, Final)
6. Reviewed shop drawings and construction submittals
7. CCNs, COs, Site Instructions
8. Issuance of Non-Conformance Reports (NCR)
9. Final as-built drawings and O&M manuals
10. Attend and chair bi-weekly meetings
11. Summary of commissioning and deficiency resolution
12. Record of contractor claims and dispute resolution

6.6 (Optional) CLOSEOUT PHASE

Purpose: To ensure that all project activities are properly concluded, contractual obligations are fulfilled, and the water distribution system upgrades are officially handed over to the City of Iqaluit.

For the purposes of this RFP, the Closeout Phase commences the day after the date of Substantial Completion and ends at the end of the warranty period on the 365th day after Substantial Completion.

6.6.1 In the Closeout Phase, Services may include the following:

- Provide contract administration services throughout the Closeout phase.
- During Warranty period receive monthly reports from the Contractor on status of warranty and deficiency items, outstanding NCRs, and provide Owner with monthly Project status reports.
- During Warranty period receive information from the City, and/or Contractor with respect to any noted warranty items and circulate to all relevant parties in a timely way.
- At least 15 days but no more than 45 days in advance of the expiry of the Warranty period, ensure that the Contractor provides a detailed Deficiency status report and Warranty Inspection report.
- At least 15 days but no more than 45 days in advance of the expiry of the Warranty period, complete an on-site warranty inspection with the Contractor and City representatives
- Based upon submitted documentation, and within 15 days of the expiry of the Warranty period, advise the Owner with respect to status and value of any outstanding contract deficiencies and warranty items.
- Allow for one site visit from the Engineer of Record (EOR) for a final walkthrough before the end of the warranty period for verification of completion with regards to all project items including deficiencies.

6.6.2 Provide GPS as-built record drawings showing all new and existing infrastructure identified during the works, within the project limits. Consultant to allow for the preparation of two (2) hardcopy drawing set and a digital copy (pdf and native electronic file e.g., dwg CAD files). The as-builts must be developed and shared in a manner that is compatible with the City's GIS mapping system. The Consultant shall be responsible for obtaining the Contractor's redline markups such that the as-builts can be submitted no more than 2 weeks following the Contractor's completion of the work. The project history file must also include an electronic GIS data file in a format accepted by the City's ESRI GIS mapping system

6.6.3 Prepare City standard project closeout forms / checklist (Consultant and Contractor) to ensure that the project can be financially closed through the City accounts department. See Appendix K.

List of documents for submittal:

- Electronic copies of all daily reports
- Compaction test results
- Material tests
- Factory Acceptance Tests
- Issues Control og
- RFIs
- Risk Register
- Pipe pressure tests and chlorine tests
- Any warranty info required
- Final as-builts, including GPS data, for all infrastructure (need electronic CAD files for City)
- Final payment with any holdback release agreement
- Copies of any Change Orders
- Copies of RFI's, Instructions, NCR's etc
- A statement from Contractor certifying that all works have been installed according to terms of the Contract
- One of the diary photos describing monitoring equipment installation if applicable
- Final site walk with City representative to make sure the reinstatement is satisfactory and site is acceptable for handover
- Consultant required to provide a closeout narrative indicating any performance issues, lessons learned, recommendations for changes to municipal standards etc.

7. SCHEDULE

7.1 TIMELINES

The Proponent must satisfy the general timelines identified below for the work. The schedule in Table 2 is tentative and may be subject to change

Table 2 – *Project Schedule*

Milestone	Date
Project Kick-Off Meeting	November 5, 2025

Proof of Concept Report (10%)	November 20, 2025
Preliminary Design Report (30%)	December 1, 2025
Complete 50% Design	February 12, 2026
Complete 90% Design	March 12, 2026
Complete 100% Design	March 26, 2026
Submit Tender Ready Documents	April 9, 2026
Complete Tender Assistance	April 30, 2026
Complete Construction Administration	December 16, 2027

Note: Procurement of major materials and long-lead items is anticipated to occur in 2026, with the majority of construction activities scheduled for the 2027 season. Proponents should reflect this staging in their proposed work plans and delivery timelines.

7.2 SUBMISSION REQUIREMENTS

Proponent to prepare project schedule in the form of a Gantt chart. The schedule is to include dates for the commencement and completion of each major element of the work, as per the requirements of Table 2. The key elements of the schedule will detail the various assignment milestones. The schedule will form the baseline for assignment.

The schedule will form part of the contract documents. Changes to the project schedule must be approved by the Project Manager by means of a change order. A revised schedule must be submitted describing the approved changes.

Along with the schedule, proponents must include their work plan with a breakdown of tasks and staff level of effort (hours). Similarly, changes to the work plan must be approved by the Project Manager by means of a change order.

APPENDIX A – COST SUBMISSION FORM

Proponent's Name: _____

Proponent's Address: _____

Provide the following cost breakdown for the services detailed herein that the Proponent is proposing to offer the City of Iqaluit.

Table A1 Fee Table

Item	Description	Qty	Unit	Unit Price	Total
6.0 General					
1.	Project management, administration, coordination, meetings	1	LS	$	$
6.1 Proof of Concept Report (10% Design)					
1.	10% Concept Plan Report	1	LS	$	$
2.	Disbursements	1	LS	$	$
6.2 Preliminary Engineering Design Study (30% Design)					
1.	Site Assessment and Investigations Report	1	LS	$	$
2.	Topography site survey	1	LS	$	$
3.	Phase 1 Environmental Site Assessment	1	LS	$	$
4.	Phase 2 Environmental Site Assessment	1	PS	$30,000.00	$30,000.00
5.	Geotechnical investigation	1	LS	$	$
6.	Options Analysis Study	1	LS	$	$
7.	Preliminary Engineering Design Report	1	LS	$	$
8.	Miscellaneous Items	1	CA	$ 50,000.00	$ 50,000.00
9.	Disbursements	1	LS	$	$
6.3 Detailed Design (50%, 90% and 100% Design)					

Item	Description	Qty	Unit	Unit Price	Total
1.	50% design package	1	LS	$	$
2.	Constructability Review	1	LS	$	$
3.	90% design package	1	LS	$	$
4.	100% design package	1	LS	$	$
5.	Permitting and approvals	1	LS	$	$
6.	Risk Register	1	LS	$	$
7.	Disbursements	1	LS	$	$
6.4 Construction Procurement Phase					
1.	Request for tender package 1	1	LS	$	$
2.	Request for tender package 2	1	LS	$	$
3.	Tender support package 1	1	LS	$	$
4.	Tender support package 2	1	LS	$	$
5.	Bid review and contract award package 1	1	LS	$	$
6.	Bid review and contract award package 2	1	LS	$	$
6.5 (Optional) 2026 Construction Phase - Contract Administration, Site Inspection & Engineering Support					
	Project Management (Assume 25 hours)	1	LS	$	$
	Contract Administration (assume 125 hours)	1	LS	$	$
	Site Inspection Services (assume 600 hours)	1	LS	$	$
	Engineering Support Services (assume 100 hours)	1	LS	$	$
	Miscellaneous Items	1	PS	$ 25,000.00	$ 25,000.00

Item	Description	Qty	Unit	Unit Price	Total
	Site Inspection Disbursements	1	LS	$	$
6.6 (Optional) 2027 Construction Phase - Contract Administration, Site Inspection & Engineering Support					
1.	Project Management (Assume 100 hours)	1	LS	$	$
2.	Contract Administration (assume 500 hours)	1	LS	$	$
3.	Site Inspection Services (assume 1200 hours)	1	LS	$	$
4.	Engineering Support Services (assume 250 hours)	1	LS	$	$
5.	Miscellaneous Items	1	PS	$ 100,000.00	$ 100,000.00
6.	Site Inspection Disbursements	1	LS	$	$
6.7 (Optional) Closeout 2027					
1.	Closeout and Warranty/Deficiency Services (Assume 40 hours)	1	LS	$	$
2.	Supply of As Built Records (including hardcopy and digital files) and Supply of Project	1	LS	$	$
3.	11 Month on-site Warranty Inspection (Subject to City confirmation)	1	LS	$	$
4.	Warranty Inspection Disbursements	1	LS	$	$
				6.0 General subtotal	$
				6.1 Proof of Concept (10% Design) subtotal	$
				6.2 Preliminary Engineering Design (30% Design) subtotal	$
				6.3 Detailed Design (50%, 90% and 100% Design) subtotal	$
				6.4 Construction Procurement Phase subtotal	$

Item	Description	Qty	Unit	Unit Price	Total
	6.5 (Optional) 2026 Construction Phase – Contract Administration, Site Inspection & Engineering Support subtotal				$
	6.6 (Optional) 2027 Construction Phase – Contract Administration, Site Inspection & Engineering Support subtotal				$
	6.7 (Optional) Closeout subtotal				$
	Table A1 subtotal				$

Fees for changes to the work shall be as agreed upon prior to the commencement of services for the change as set out under the contract. For additional work, the proponent shall use the rates detailed below.

Table A2 Hourly Rates Table

POSITION	TEAM MEMBER	2025 Hourly Rates ($/hr.)	2026 Hourly Rates ($/hr.)	2027 Hourly Rates ($/hr.)
Principal/Project Sponsor				
Project Manager				
Project Lead Engineer				
Inspector				
Insert Position (s)				

Consultant to add positions as necessary. Each discipline shall provide names for each position as necessary.

END OF APPENDIX A

APPENDIX B – SUPPLEMENTARY CONDITIONS

Amend the General Conditions to this RFP as follows:

Add SC1 Confidentiality

SC 1 Confidentiality

1. The Consultant and the Consultant's employees and sub-Consultants shall not use, copy, disclose or otherwise communicate and information not available to the general public that was gained by them in the course of their duties related to this Contract, except as is necessary in the proper discharge of those duties. This obligation survives the Contract.

2. All information provided by the Consultant is subject to the disclosure and protection provisions of applicable freedom of information and privacy legislation. Such Act allows any person a right of access to records in the Client's custody or control, subject to limited and specific exceptions.

Add SC2 Conflicts of Interest

SC 2 Conflicts of Interest

The Consultant and the Consultant's employees:

1. shall conduct their duties related to this Contract with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality into question;

2. shall not influence, seek to influence, or otherwise take part in a decision of the Client, knowing that the decision might further their private interests. Any communication with the City's elected officials before contract award shall result in disqualification of the Proponent.

3. shall not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly, or indirectly with the performance of their duties relating to this Contract, that causes, or would appear to cause, a conflict of interest, and

4. shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Contract, and if such financial interest is acquired during the term of this Contract, the Consultant shall promptly declare it to the Client.

Add SC3 Project History File

SC 3 Project History File

1. All project documentation shall be considered deliverables and shall form the core of the Project History File. A project history file is to be submitted to the Client prior to project closeout. It is the Consultants responsibility to ensure that the requirements for all deliverables be applied to all sub-consultants and vendors.

2. All supporting and originating data (calculations, graphs, data, pictures, drawings checks, tables, etc.) that are developed and incorporated into the deliverable documentation shall be included in Project history file.

3. All data collected as part of the Project and relating to the deliverables that have been organized into database tables and spreadsheets shall be included electronically as supporting data for the deliverable. This information will be incorporated into the project history file

4. The project history file will be submitted electronically in a logical file folder structure.

Add SC4 DMAF & Community Employment Benefits

As part of the City's funding obligations under the Long-Term Water project (through Infrastructure Canada's Disaster Mitigation and Adaptation Funding (DMAF)), the following conditions will apply to this contract engagement:

1. The Consultant will keep proper and accurate financial accounts and records, including but not limited to its Contracts, invoices, statements, receipts, and vouchers, in respect of the Project for at least six (6) years after the Agreement End Date and that the City of Iqaluit has the contractual right to audit them.

2. All applicable labour, environmental, and human rights legislation is respected.

3. Canada, the Auditor General of Canada, and their designated representatives, to the extent permitted by the law, will at all times be permitted to inspect the terms and conditions of the Contract and any records and accounts respecting the Project and will have reasonable and timely access to the Project sites and to any documentation relevant for the purpose of audit.

4. As part of the City's project funding obligations and to encourage planned initiatives to recruit, hire and train members of federal Target Groups, the successful Proponent will be required to report annually on Community Employment Benefits (CEB) for three (3) federal Target Groups identified below. The successful proponent will also be required to report total cumulative hours worked by all workers engaged on the project (including subcontractors and administrative employees) through to project completion. The Three (3) Target Groups are:

Target Group	***Definition***	***CEB Annual or Contract Reporting Requirement***
Indigenous Peoples	*Self-Identified*	*Total Hours Worked for Individual Target Group*
Women	*Self-Identified*	*Total Hours Worked for Individual Target Group*
Persons with disabilities	*Self-Identified*	*Total Hours Worked for Individual Target Group*

Add SC5 DMAF Minimum Federal Requirements

All projects under the DMAF must meet the following federal requirements:

a) Meeting or exceeding the applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework (PCF) on Clean Growth and Climate Change
b) Meeting or exceeding the requirement of the highest published accessibility standard in a jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standards Accessible Design for the Built Environment (CAN/CSA B651-12 or newer). In addition to applicable provincial or territorial building codes, and relevant municipal by-laws.

END OF APPENDIX B

APPENDIX C – SUB-CONSULTANT LIST

The Proponent will engage and fully coordinate the work of the following sub-consultants listed to deliver the work:

Table C1 List of subconsultants

Consultant Name	Project Office Address	Discipline

END OF APPENDIX C

APPENDIX D – INFORMATION PROVIDED BY THE CITY

This schedule forms part of the contract for consulting services for **2025-RFP-008 / LTWP – WTP to Astro Hill Water Upgrades**. The City will provide the following information to the Consultant:

1. Municipal Design Guidelines, City of Iqaluit – 2015
2. Good Building Practices Guideline, Government of Nunavut – 2020
3. Type A Water Licence – No 3AM-IQA1626 (Including Amendment No. 4)
4. Iqaluit Survey Control Monuments
5. 1995 Iqaluit Geotechnical Report
6. Stantec drainage infrastructure.dwg, 2021-06
7. WSP Technical Memorandums 2025– Quarterly Reports
8. Iqaluit - LTWP OE Water Loss Draft - 2024-11-14
9. WSP Deficiencies List (2024-11-18) Draft

END OF APPENDIX D

APPENDIX E – CITY OF IQALUIT SERVICES AGREEMENT

BETWEEN: THE MUNICIPAL CORPORATION OF THE CITY OF IQALUIT

(hereinafter referred to as the "CITY OF IQALUIT")

OF THE FIRST PART

AND: <INSERT CONSULANT NAME>

(hereinafter referred to as the "Consultant")

OF THE SECOND PART

WHEREAS the CITY OF IQALUIT has requested the Consultant to provide engineering services for the <insert project name/contract title>;

AND WHEREAS the Consultant has agreed to provide such services to the CITY OF IQALUIT in its proposal dated **<insert proposal date>**;

AND WHEREAS the CITY OF IQALUIT and the Consultant wish to set out the terms and conditions relating to the provision of such services;

THEREFORE the CITY OF IQALUIT and the Consultant agree as follows:

1. SERVICES AND PAYMENT

1.1 The Consultant agrees to provide to the CITY OF IQALUIT those services set out in the job description and scope of work (“Services”) provided on **<insert proposal date>**. A copy of the proposal is attached as Appendix "A".

1.2 The CITY OF IQALUIT agrees to pay for the services described above, a total amount not greater than **<insert proposal amount>**, for the provision of professional services based on the Proposal dated **<insert proposal date>.**

2. TERM

2.1. This Contract shall commence on the **<insert contract start date>** and terminates on the **<insert contract termination date>** unless otherwise terminated in accordance with the provisions of this Contract.

3. NOTICE AND ADDRESS

3.1 Any notice required to be given herein or any other communication required by this contract shall be in writing and shall be personally delivered, sent by facsimile, or posted by prepaid registered mail and shall be addressed as follows:

i) If, to the CITY OF IQALUIT:

Steve England
Chief Administrative Officer
City of Iqaluit
P.O. Box 460
Iqaluit, NU
X0A 0H0
Fax: 979-5653

Reference: LTWP – WTP to Astro Hill Water Upgrades - 2025-RFP-008

ii) If to the Consultant at:

<Insert Consultant Representative Name>
<Insert Consultant/Company Name>
<Insert Address>

3.2 Every such notice and communication, if delivered by hand, shall be deemed to have been received on the date of delivery or if sent by prepaid registered mail shall be deemed to have been received on the seventh day after posting, or if by facsimile, 48 hours after the time of transmission, excluding from the calculation weekends and statutory holidays.

4. COMPLETE AGREEMENT

4.1 This Contract and its attachments constitute the complete Contract between the parties. Except as provided herein, it supersedes and shall take effect in substitution for all previous agreements. It is subject to change only by an instrument executed in writing by the City.

4.2 If this Contract arises from a request for proposals or tender call, the provisions of the request for proposals or tender call and the Consultant's bid or proposal submission are incorporated into this Contract and may be used to clarify, explain or supplement this Contract, but shall not be used to contradict any express terms of this Contract.

4.3 In the event of a conflict or inconsistency between this Contract, the Consultant's bid or proposal submission, and the City's original tender bid instructions or Request for Proposals, the more recently prepared document shall govern to the extent of such conflict or inconsistency.

5. GENERAL TERMS

5.1 Any information obtained from or concerning any department of the CITY OF IQALUIT or clients of any department of the CITY OF IQALUIT, by the contractor, its agents or employees in the performance of any contract shall be confidential. The Consultant shall take such steps as are necessary to ensure that any such information is not disclosed to any other person and shall maintain confidential and secure all material and information that is the property of the CITY OF IQALUIT and in the possession of or under the control of the Consultant. This clause survives the termination of this contract.

5.2 Time shall in every respect be of the essence. The Consultant shall deliver the services specified in the contract and according to the project schedule on costs. The CITY OF IQALUIT may, but is not

obligated to, grant reasonable extensions to the Consultant for delays, if the Consultant can show those delays were caused by circumstances beyond the control of the Consultant.

5.3 The Consultant is an independent Consultant with the CITY OF IQALUIT and nothing in this contract shall be construed or deemed to create the relationship of employee and employer or of principal and agent between the CITY OF IQALUIT and the Consultant. The Consultant is solely responsible for payments of all statutory deductions or contributions including but not limited to pension plans, unemployment insurance, income tax, workers' compensation and the Nunavut Payroll Tax.

5.4 This contract shall be interpreted and governed in accordance with the laws of Nunavut and the laws of Canada as they apply in Nunavut.

5.5 No waiver by either party of any breach of any term, condition or covenant of this contract shall be effective unless the waiver is in writing and signed by both parties. A waiver, with respect to a specific breach, shall not affect any rights of the parties relating to other or future breaches.

5.6 The failure of either party at any time to require the performance of any provision or requirement of this contract shall not affect the right of that party to require the subsequent performance of that provision or requirement.

5.7 Title to any report, drawing, photograph, plan, specification, model, prototype, pattern, sample, design, logo, technical information, invention, method or process and all other property, work or materials which are produced by the Consultant in performing the contract or conceived, developed or first actually reduced to practice in performing the contract (herein called "the Property") shall vest in the CITY OF IQALUIT and the Consultant hereby absolutely assigns to the CITY OF IQALUIT the copyright in the property for the whole of the term of the copyright. The Consultant shall not be responsible for any loss or damage suffered by the City of Iqaluit or any third parties resulting from any unauthorized use or modification of the property, errors in transmission of the property, changes to the Property by others, the consequences of design defects due to the design of others, or defects in contract documents prepared by others, and the City of Iqaluit agrees to defend, indemnify, and hold the Consultant harmless from and against all claims, demands, losses, damages, liability and costs associated therewith. Subject to the foregoing, the Property may be relied by the City of Iqaluit for design and construction work undertaken by other parties with respect to the Services provided that such parties verify the accuracy and completeness of the Property to their satisfaction.

5.8 It is intended that all provisions of this agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatever, then the remainder of the agreement shall be interpreted as if such provision, provisions, or part thereof, had not been included.

5.9 This contract may be extended by the written consent of the parties.

5.10 The CITY OF IQALUIT may delegate any of its authority and undertaking pursuant to this contract to any employee or contractor the CITY OF IQALUIT by notice in writing to the Consultant.

5.11 This contract shall ensure to the benefit of and be binding on the respective administrators, successors and assignment of each of the parties hereto.

6. CONSULTANT RESPONSIBILITIES

6.1 The Consultant shall provide all equipment, supplies and materials necessary in connection with

providing and carrying out the Services. The Consultant shall obtain and maintain, at its expense, all permits and licenses, and comply with all applicable laws which shall or might affect or apply to the Services.

6.2 The Consultant shall perform the Services with that degree of professional skill, care and diligence that an experienced and competent professional in the same field would use in performing similar services in relation to a project similar in scale and complexity to Services, and in a competent, efficient, lawful and ethical manner.

6.3 The Consultant shall indemnify and hold harmless, the CITY OF IQALUIT, its officers, employees, servants and agents from and against all claims, actions, causes of action, demands, losses, costs, damages, expenses, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon or related to the negligent acts, errors, or omissions of the Consultant under this contract or the performance of the Services.

6.4 The Consultant shall be liable to the CITY OF IQALUIT for any loss or damage to property or equipment that is supplied to or placed in the care, custody or control of the Consultant for use in connection with the contract if such loss or damage is attributable to the negligence or deliberate acts of the Consultant or its employees or agents.

6.5 The Consultant shall not subcontract its Services hereunder, to any Subconsultants or third person without the prior written consent of the CITY OF IQALUIT. If the Consultant subcontracts any part of the Services, it shall require by contract that the Subconsultants comply with the provisions of this Contract of general application and of application specifically to the Services subcontracted, including without limitation to provide insurance as specified in ARTICLE 9. The Consultant shall be fully responsible for any part of the Services performed by Subconsultants and for the acts or omissions of Subconsultants and all persons either directly or indirectly employed by them, to the same extent as the Consultant is for its own acts or omissions

6.6 The Consultant shall produce verbal and written reports, analyses, schedules, and other documents relating to the Services upon the request of the CITY OF IQALUIT. To produce the said reports, analyses, schedules and other documents the Consultant shall be given reasonable access facilities, equipment, and personnel of the CITY OF IQALUIT as may be required.

6.7 The Consultant shall establish and maintain, to the satisfaction of the CITY OF IQALUIT, appropriate business standards, procedures and controls including business standards, procedures and controls necessary to avoid any real or apparent impropriety or adverse impact on the interests of the CITY OF IQALUIT.

6.8 If, in the opinion of the CITY OF IQALUIT acting reasonably, the Consultant is in default in respect of any obligation of the Consultant hereunder, the CITY OF IQALUIT may rectify such default and any direct costs associated with any such remediation, including a reasonable allowance for the use of the CITY OF IQALUIT's own employees or equipment. Shall be due and owing by the Consultant to the CITY OF IQALUIT.

6.9 The Consultant may not assign or delegate work to be done under this contract, or any part thereof, to any other party without the prior written consent of the CITY OF IQALUIT. In the case of a proposed assignment of monies owing to the Contractor under this contract, the consent in writing of the CITY OF IQALUIT must first be obtained.

6.10 The Consultant shall keep proper accounts and records of the Services for a period of 3 years after

the expiry or termination of this agreement. At any time during the term of this contract or during the three years following the completion or termination of this agreement, the Consultant shall produce copies of such accounts and records upon the written request of the CITY OF IQALUIT.

6.11 The Consultant shall notify the CITY OF IQALUIT immediately of any claim, action, or other proceeding made, brought, prosecuted or threatened in writing to be brought or prosecuted that is based upon, occasioned by or in any way attributable to the performance or non-performance of the services under this contract.

6.12 If at any time the Consultant considers their reasonable estimates indicate costs will exceed the project budget they will immediately advise the City of Iqaluit. If in the opinion of the City of Iqaluit, acting reasonably, the excess is due to design, costs factors or matters under the control or reasonably foreseeable by the Consultant, the CITY OF IQALUIT may require the Consultant to do everything by way of revision of the design to bring the cost estimate within the project budget. Costs of completing such revisions shall be based upon a level of compensation reasonably appropriate to the circumstances, including the reason for the revisions.

6.13 Except as required in the performance of Services set out in this agreement, the Consultant must maintain as confidential all data and information made available to the Consultant, the CITY OF IQALUIT, or any other parties which is generated by or results from the Consultant's performance of the Services described in this Contract. All such data and information is the property of the City of Iqaluit. This clause shall survive the termination of the Contract.

7. TERMINATION

7.1 The CITY OF IQALUIT may terminate this contract at any time upon giving written notice to this effect to the Consultant if, in the opinion of the CITY OF IQALUIT, the Consultant is unable to deliver the service as required, the Consultant's performance of work is persistently faulty, in the event that the Consultant becomes insolvent or commits an act of bankruptcy, in the event that any actual or potential labor dispute delays or threatens to delay timely performance of the contract or the (Consultant Contractor) defaults or fails to observe the terms and conditions of the contract in any material respect.

7.2 This contract shall terminate as of the day for termination set out in the written notice and the Consultant shall forthwith invoice the CITY OF IQALUIT for work performed to the date of termination.

7.3 Any invoice submitted by the Consultant pursuant to clause 7.2 shall be reviewed by the CITY OF IQALUIT to assess the amount which is properly due and owing for work done by the Contractor prior to termination.

8. FINANCIAL

8.1 The CITY OF IQALUIT, having given written notice of a breach, may withhold or hold back in whole or in part any payment due the Consultant without penalty, expense or liability, if in the opinion of the Contracting Authority, the Consultant has failed to comply with or has in any way breached an

obligation of the consultant. Any such holdback shall continue until the breach has been rectified to the satisfaction of the CITY OF IQALUIT.

8.2 The CITY OF IQALUIT may set off any payment due the Consultant against any monies owed by the Consultant to the CITY OF IQALUIT.

8.3 The City of Iqaluit will pay the Goods and Services Tax (GST).

8.4 Provided all terms and conditions on the part of the Consultant have been complied with, each invoice will be paid thirty (30) calendar days after receipt of the invoice, or thirty (30) calendar days after delivery of the services, whichever is later.

8.5 The CITY OF IQALUIT may, in order to discharge lawful obligations or to satisfy lawful claims against the Consultant or a Subconsultant arising out of the execution of work, pay any amount, which is due and payable to the Consultant under the contract, if any, directly to the obligee of and the claimants against the Consultant or Subconsultant. Any such payments by the CITY OF IQALUIT shall be deemed to be a payment thereby against outstanding or future amounts owing hereunder to the Consultant.

9. INSURANCE AND LIABILITY

9.1 The Consultant's liability to the City of Iqaluit for claims arising out of this Agreement, or in any way relating to the Services, will be limited to direct damages and to the re-performance, without additional compensation, of any Services not meeting a normal professional standard of care and such liability will, in the aggregate, not exceed the amount of $1,000,000.00. The limitations of liability will apply, to the extent permitted by law, whether Consultant's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and will extend to and include Consultant's directors, officers, employees, insurers, agents and sub-consultants.

9.2 In no event will either party be liable to the other party for indirect or consequential damages including without limitation loss of use or production, loss of profits or business interruption.

9.3 The Consultant shall, without limiting his obligations or liabilities hereto, obtain, maintain and pay for during the period of this agreement, the following insurance with limits not less than those shown:

a) Workers' Compensation insurance covering all employees engaged in the work in accordance with the statutory requirements of the Territory or Province having jurisdiction over such employees. If the Consultant is assessed any additional levy, extra assessment or super-assessment by a Workers' Compensation Board as a result of an accident causing injury or death to an employee of the Consultant or any sub-consultant, or due to unsafe working conditions, then such levy or assessment shall be paid by the Consultant at its sole cost and is not reimbursed by the CITY OF IQALUIT.

b) Employer's liability insurance with limits not less than $500,000 for each accidental injury to or death of the Consultant's employees engaged in the work. If Workers' Compensation insurance exists, then in such event, the aforementioned Employer's Liability insurance shall not be required but the Comprehensive General Liability policy referred to in item (d) herein shall contain an endorsement providing for Contingent Employers' Liability insurance.

c) Motor Vehicle, water craft and snow craft standard liability insurance covering all vehicles and/or craft owned or non-owned, operated and/or licensed by the Consultant and used by the Consultant in the performance of this agreement in an amount not less than one million

dollars ($1,000,000.00) per occurrence for bodily injury, death and damage to property; and with respect to busses limits of not less than one million dollars ($1,000,000.00) for vehicle hazards and not less than one million dollars ($1,000,000.00) for Bodily Injury to or death of one or more passengers and loss of or damage to the passengers property in one accident.)

d) Comprehensive General Liability Insurance with limits of not less than two million dollars ($2,000,000.00) (inclusive) per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall include but not be limited to the following terms and conditions:

- Products & Completed Operations Liability *
- Consultant's Protective Liability
- Blanket Contractual Liability
- Broad Form Property Damage
- Personal Injury Liability
- Cross Liability
- Medical Payments
- Non-owned Automobile Liability *
- Contingent Employers Liability *
- Employees as Additional Insureds *

**WHERE APPLICABLE*

e) Professional Liability Insurance with limits of not less than two hundred fifty thousand dollars ($250,000.00) per claim and five hundred thousand dollars ($500,000.00) in the annual aggregate, to cover claims arising out of the rendering of or failure to render any professional service under this contract or agreement.

All policies shall provide that thirty days' written notice be given to the CITY OF IQALUIT prior to any cancellations of any such policies.

The Comprehensive General Liability Insurance policies shall name the CITY OF IQALUIT and any permitted sub-consultants as additional insureds only with respect to the terms of this contract and shall extend to cover the employees of the insureds hereunder.

The Consultant shall be responsible for any deductibles, exclusions and/or insufficiency of coverage relating to such policies.

The Consultant shall deposit with the CITY OF IQALUIT prior to commencing with the work a certificate of insurance evidencing the insurance(s) required by this clause in a form satisfactory to the CITY OF IQALUIT and with insurance companies satisfactory to the CITY OF IQALUIT.

10. EXECUTION

This contract may be executed in separate counterparts by facsimile or other electronic signature, each of which, when so executed, shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

IN WITNESS WHEREOF the parties hereto have set their hand and seals as of the date and year entered below.

FOR THE CITY OF IQALUIT:	FOR THE CONSULTANT:
_____	_____
Name/Title	Name/Title
_____	_____
Signature	Signature
_____	_____
Date	Date
_____	_____
Witness	Witness

END OF APPENDIX E

APPENDIX F – SIGNING SHEET

I/We, agree that we have received addenda ____ to ____ inclusive, and the Proposal Pricing includes provisions set out in such addenda.

I/We confirm agreement to conform to the confidentiality requirements as indicated in Supplementary Conditions SC1 – Confidentiality.

I/We confirm agreement to conform to the conflict-of-interest requirements and disclosures as indicated in Supplementary Conditions SC2 – Conflict of Interest.

Signer must have authority to bind the company.

Signed, and delivered at this _____ day of _____ 2025.

Signature of Name (Authorized official or principal who has authority to bind the company)

Legal Company Name

Address: # Street, Municipality, Province/ Territory, Postal Code

Name: Print or Type

Title

Email

Telephone #

END OF APPENDIX F

APPENDIX G – CONTRACT ADMINISTRATION TEMPLATES

- **Inspection and Test Plan**
- **Non-Conformance Report**
- **Requests for Information**

END OF APPENDIX G

APPENDIX H – TOPOGRAPHIC SURVEY SCOPE OF WORK

The Consultant will be required to complete topographical surveying as specified within this RFP. The Consultant shall not rely on as-built records. The general survey boundary area is generally as described in the project RFP Figure 3: Proposed Impact Area. The Consultant shall provide results of all investigations and coordinate its work with the City for incorporation into the final design. A combination of Lidar and ground-based survey will be considered. The Consultant shall describe in the Technical Proposal, all equipment and personnel that will be used to complete the Topographic Survey. Although the Consultant shall ultimately determine the scope and level of survey required for this assignment, the following minimum requirements are anticipated.

The Consultant will:

- Conduct on-site reviews and field work required for, and to complete, the design of this project including survey work required to locate / identify existing features, utilities, obstructions, etc. and as required to provide measurement for tender quantities.
- The Consultant will conduct total station survey as necessary to define the work.
- Verify the accuracy and correctness of any digital mapping and control points provided by the City or publicly available.
- Verify elevation and position data to confirm all critical existing pipe inverts, outlet invert elevations, potential conflicts and surface features potentially affecting the proposed works.
- Establish vertical and horizontal project control points and monuments using Canadian national standards best practice.
- In general, the minimum positional accuracy of topographic features with respect to the nearest project control is: 2 centimeters horizontal and vertical for hard constructed surfaces such as pavement, concrete, gravel, culverts etc.; 5 to 10 centimeters horizontal and vertical for natural original ground features.
- Identify all existing features, including watercourses and overflow invert levels, which may affect the work.
- Perform detailed inventory of existing facilitates and features to ensure that construction reinstatement will closely match existing conditions.
- General site topography including landscaping, ground elevations, property boundary and drainage.
- Survey data required ten (10) meters in every direction within the limit of work and the identification of major site features.
- Roads to access the site and the road passing along the northern edge of the site.
- Road ditches and invert elevations.
- Other site features such as gravel roadways, paved areas, culverts, existing pipe routes, water main valves, fences, etc.
- Provide site contours at 0.5 m intervals.
- CAD Base Plans should include North-south and east-west grid lines on a 100-metre pattern, labelled beyond the perimeter of surveyed detail. Also, a note that the plan contains photogrammetric and ground survey information, if it is a hybrid plan; a note that the plan contains Lidar survey data, if applicable; Water body names and flow arrows, with water body elevations dated; elevation of flood water mark evidence on structures or shore; underground utilities and descriptions where requested, and utility cautionary note; earth and rock cut height labels; bedrock outcrops.

END OF APPENDIX H

APPENDIX I – PHASE 1 & PHASE 2 ENVIRONMENTAL SITE ASSESSMENT SCOPE OF WORK

Phase I ESA
The consultant shall complete a Phase I Environmental Site Assessment (ESA) in accordance with the Government of Nunavut Guideline for Contaminated Site Remediation (2009) and CSA Standard Z768-01 (R2016). The Phase I ESA will be performed in parallel with other investigations.

Phase II ESA
If required, the consultant shall complete a Phase II ESA to characterize or delineate environmental conditions related to soil and groundwater within the project limits. The consultant shall conduct the assessment in accordance with the Government of Nunavut Guideline for Contaminated Site Remediation (2009) and CSA Standard Z769-00 (R2013). The Phase II ESA investigation can be combined with designated substance report investigations in order not to duplicate the number of samplings.
The Phase II ESA will be carried out in select locations, as deemed appropriate based on the consultant's professional judgment as well as review of the existing Phase I ESA report. At a minimum, soil samples shall be analyzed for petroleum hydrocarbons, BTEX, volatile organic compounds and metals.

Following analysis and interpretation of results, the consultant shall advise if further investigation is required and if any potential liabilities related to the environmental condition of the Site exist. The consultant shall coordinate with the City for access to the Site and prepare a traffic control plan for any work affecting the roadway in accordance with this RFP.

END OF APPENDIX I

APPENDIX J – GEOTECHNICAL INVESTIGATION SCOPE OF WORK

The Consultant will be required to coordinate with all utilities and with the City to allow for execution of the work. The successful Bidder shall provide the results of all investigations (including service locates) and coordinate its work with the City for incorporation into the final design.

FIELD COMPONENT

1. Coordinate with the City for access to the Site.
2. Prepare a traffic control plan for any work affecting the roadway in accordance with this RFP.
3. The suggested total number of boreholes required to complete the assessment is ten (10)
4. Assume average refusal depth of 3.5 m. Borehole locations to be determined from a review of background information, a site visit and/or consultation with the Project Manager/City staff, to determine the probable location of future infrastructure and areas of potential environmental or underground utility concern. Relocate to avoid obstructions as necessary, recording actual location on plan.
5. Ensure that all underground services are located before excavation and provide all required locates to the City representative prior to excavating. Provide the City and Project Manager with a copy of locates performed ahead of the work.
6. Record geodetic elevation of ground surface at borehole locations and relate to a known benchmark. Identify label borehole locations on future design drawing plans.
7. Report/notify before equipment is removed from the Site, the following:
8. Extremely poor or unexpected soil conditions are encountered.
9. Obtain samples of each soil type encountered, the first sample being at a depth not greater that 750 mm and succeeding samples at not more than 1500 mm increments of depth. Record whether samples are dry, moist, or wet.
10. Restore Site to its original state upon completion of on-Site work.
11. The geotechnical program included as part of this RFP is for pricing purposes. If, in the Proponent's professional experience and discussions with the City, it is determined that some or all geotechnical work may not be required, then the scope of work can be adjusted accordingly through the contract change order process. For the purposes of this RFP, pricing for the requested geotechnical program as outlined in the RFP shall be supplied.

REPORTING

1. The Geotechnical Report shall take into consideration the following factors: projected temperature increase, precipitation, extreme weather events and the rise of sea level.
2. Submit a soil investigation report, complete with a Site Plans identifying the borehole locations and the proposed road footprint.
3. Include (but not be limited to) in the report the following:
    - A detailed description of the soil investigation, including details of the method of soil boring used, a description of the general geology of the area and a drawing showing the actual location and elevation of the boreholes.
    - A description of the physical properties, cohesion and friction angles, soil constraints for at rest, active and passive conditions, unit weights for the various soil strata, found in each borehole and the elevation of the stabilized water table.
    - Summarize the results of all relevant boreholes, in a coordinated series of logs.
    - Any special conditions or irregularities.

- Water conditions and flow rates for drainage, including effect of weather.
- Recommended pavement structure, inclusive of subgrade preparation and drainage requirements.
- Advice on any special construction difficulties that may be encountered.
- Any additional information of interest or significance.

4. All reports should be supported with photographs whenever possible and submitted in PDF format.

END OF APPENDIX J

APPENDIX K – PROJECT CLOSEOUT REPORT TEMPLATE

SERVICE CONTRACT INFORMATION			
Project #/ Contract Title:	###### – [Name]		
Service Contract #:	SCXXX	Competition No.:	2024-RFP-XXX
GL Account Code:		Contractor:	
City(Colliers) PM:		Contractor PM:	

CLOSE-OUT CHECKLIST	YES	NO	N/A	COMMENTS
Have all contractual obligations been satisfied?	☐	☐	☐	
Have all contract deliverables been issued?	☐	☐	☐	
Have all contract deliverables been accepted by the City?	☐	☐	☐	
Has a handover of all project related files been provided (i.e. models, calculations, data, surveys, etc.)?	☐	☐	☐	
Have all change orders been processed?	☐	☐	☐	
Have all invoices been issued, and financial obligations closed?	☐	☐	☐	
Has the Cost Tracking Log been updated to identify that this service contract is closed out?	☐	☐	☐	
Lessons learned completed?	☐	☐	☐	

FINANCIAL SUMMARY			
Planned Contract Amount	Total Approved Change Amount	Actual Contract Amount	Total Amount Invoiced at Completion
$	$	$	$

SCHEDULE SUMMARY			
Planned Contract Start Date	Actual Contract Start Date	Planned Contract Completion Date	Actual Contract Completion Date

SIGN-OFF

City PM Name	Signature	Date
Consultant PM Name	Signature	Date
City Representative Name	Signature	Date

END OF APPENDIX K

END OF RFP