



REQUEST FOR PROPOSAL NO. 5330-20-CCTV STORM AND SANITARY SEWER CCTV INSPECTION PROGRAM

The City of Parksville is seeking proposals from qualified and experienced CCTV inspection contractors to provide closed-circuit television inspection and reporting to meet our 2026 budget limits of \$35,000 for each of the City's sanitary and storm sewer mains, including associated manholes. The purpose of this Request for Proposal (RFP) is to select a contractor to complete field inspections and deliver National Association of Sewer Service Companies (NASSCO) compliant reports and CCTV video files to support the City's ongoing asset management and renewal planning programs. Engineering coordination and technical review of deliverables will be provided separately by the City's engineering consultant, Kerr Wood Leidal (KWL).

Attached are the Terms of Reference, Submission and Evaluation Criteria, and Instructions to Proponents which are to be used as the basis for your submission.

**ONLY Electronic Submissions will be received up to 3 pm, Local Time
Tuesday, April 21, 2026**

Contact Person:

Ryan Blight

engineering@parksville.ca

250 951-2484

The City appreciates all proposal responses; however, only short-listed or successful candidates will be contacted.

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CORPORATION OF THE CITY OF PARKSVILLE
REQUEST FOR PROPOSAL NO. 5330-20-CCTV

TERMS OF REFERENCE

INTRODUCTION

The City of Parksville (the “City”) is issuing this Request for Proposal (“RFP”) to qualified and experienced CCTV inspection contractors (the “Proponent”) to complete closed-circuit television inspection and condition reporting of the City’s sanitary mains, storm mains, and associated manholes. The successful Proponent will be responsible for providing all labour, equipment, traffic control, and technical expertise necessary to perform field inspections and deliver NASSCO-compliant reports and video files.

Engineering coordination and technical review of deliverables will be provided separately by the City’s engineering consultant, Kerr Wood Leidal (KWL). The Proponent will be expected to coordinate with KWL and the City for scheduling, data standards, and quality control.

BACKGROUND

The City of Parksville is a mid-sized municipality on the east coast of Vancouver Island, with a population of 13,642 (2021 census) and an additional 16,500 residents in surrounding unincorporated areas. The region continues to grow, and Parksville’s Council has expressed a strong commitment to attracting young families.

This project is a continuation of a broader strategy to enhance the City’s asset management system and long-term capital renewal planning. In 2020, the Engineering Department adopted the Institute of Public Works Engineering Australasia’s NAM’s+ system to develop an asset management plan for linear assets. Due to limited condition data and service history, initial life cycle estimates were based on manufacturer recommendations, tangible capital asset policies, known break histories, service records, staff expertise, and shared experiences from other municipalities. Infrastructure renewal was planned to align assets within corridors, enabling capital programs that maximize economies of scale while minimizing service disruptions.

The annual CCTV inspection program was initiated in 2023 and has continued each year, during which 14,849 metres of sanitary sewer main and 20,726 metres of storm sewer main were inspected. In addition, 204 sanitary sewer manholes and 133 storm sewer manholes were assessed. Inspection data, including condition ratings and CCTV video links, have been integrated into our GIS system, providing our teams with valuable insights into the status and performance of our underground utility assets.

The Parksville storm and sanitary sewer network is made up of:

STORM		SANITARY	
Pipe Size (mm)	Length (m)	Pipe Size (mm)	Length (m)
100	181	100	201
150-200	4,317	150	14,831
250-300	34,290	200	48,206
350-375	10,139	250	6,787
400-450	9,691	300	6,023
500-525	7,586	350	541
600-675	10,012	375	1,018
750	5,465	400	1,656
900	4,805	450	864
1000-1050	1,677	500	134
1100-1200	1,012	525	910
1350	182	600	1,235
1500-1650	1,243	750	115
1800	65		
2345	42		
3000-3050	111		
4071	93		
4500	25		
TOTAL	90,936	TOTAL	82,521

PROJECT GOALS

The primary goal of this project is to collect accurate, high-quality CCTV inspection footage and data for the City’s storm and sanitary sewer infrastructure. This information will support the City and its engineering consultant, Kerr Wood Leidal (KWL), in assessing asset conditions, estimating remaining service life, and identifying maintenance or rehabilitation needs.

The data provided by the Proponent will be used to:

- **Support evidence-based maintenance planning** by identifying defects, blockages, structural issues, and operational concerns.
- **Extend asset life** through timely maintenance, repair, and rehabilitation activities informed by condition data.
- **Coordinate upgrades** with other infrastructure renewal projects by improving understanding of underground conditions within shared corridors.
- **Prioritize capital investments** within the City’s long-range capital plan using consistent, NASSCO-compliant condition ratings and defect coding.

The successful Proponent’s role is to deliver the field inspection data and standardized reporting necessary for the City and KWL to carry out these analyses and integrate results into the City’s asset management systems.

SCOPE OF WORK

The City of Parksville seeks to engage a qualified and experienced CCTV inspection contractor specializing in NASSCO-compliant closed-circuit television condition assessments to perform sewer and manhole inspections and provide accurate, standardized data to support the City's asset management and capital planning programs. The goal is to meet our 2026 budget limits of \$35,000 for each of the City's sanitary and storm sewer mains, including manholes. Engineering analysis, interpretation of results, and rehabilitation recommendations will be completed separately by the City's engineering consultant, Kerr Wood Leidal (KWL).

The proponent is to ensure that all priority mains are inspected and then proceed to work through the list of mains and manholes, from oldest to newest.

The specific work tasks should include, but not be limited to, the tasks listed below:

BASE SCOPE

I. General

- The Contractor shall at all times be responsible for maintaining safety zones around the worksite with safety barricades and signage to protect workers, City Staff and Public.

II. Compliance & Standards

- All equipment, materials and labour utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the services including, but not exclusively:
 - National Association of Sewer Service Companies (NASSCO)
 - Pipeline Assessment Certification Program (PACP)
 - Standard for coding defects and conditions in gravity sewer mains
 - Manhole Assessment Certification Program (MACP)
 - Standard for coding defects and conditions of manholes
 - American Society for Testing and Materials (ASTM)
 - Master Municipal Construction Documents (MMCD)
 - CCTV Pipeline Inspections & Sewer Cleaning: Sections 33 01 30.1/30.2
 - City of Parksville Engineering Standards & Specifications (Section 5.27.5 – Sanitary and Section 4.39.2 – Storm)
 - City of Parksville Bylaws
 - BC Provincial Motor Vehicle Act
 - BC Ministry of Transportation and Infrastructure (including standards for traffic control and work zone setup on roadways)
 - WorksafeBC Regulations

III. Notify Residents and Provide Traffic Control

- Prepare public notices for online media posting and distribute written notifications (letters, door hangers, or similar) to residents in the work areas at least 48 hours prior to cleaning and CCTV inspection activities.

- Where access to private property is required, provide the City with a list of affected addresses in advance and notify residents as directed by City staff.
- Install temporary signage as needed, including 'No Parking' signs over manholes and markers such as lawn or stake flags to indicate work zones.
- Coordinate with residents and City staff to remove or relocate obstructions on private property that prevent access to manholes or mains.
- Develop and submit a traffic management plan for City approval prior to starting work.

IV. Perform Sewer/Manhole Cleaning and Grease Cutting

- Provide sanitary sewer bypass where necessary, with prior approval from the City.
- Flush and clean gravity mains within the work areas in accordance with MMCD specifications.
- Apply for hydrant use permits (permit fees will be waived by the City).
- Perform root cutting and removal of solid debris as required during cleaning.
- Conduct grease cutting where necessary.
- All flushing, debris removal, bypass pumping, and cleaning only to occur where necessary, as determined by the contractor on site.

V. CCTV Inspections and Manhole Inspections

- Implement quality assurance and quality control to ensure accurate NASSCO PACP & MACP standard coding for identified defects.
- Document and report any discrepancies between sanitary sewer locations shown on City maps and actual field locations.
- Provide CCTV footage for each pipe and 360° CCTV footage for each manhole.
- Before entering each pipe or manhole, capture a panoramic video of the area surrounding the manhole above ground to document site conditions and context.

THE CITY WILL NOT PROVIDE ANY SERVICES OR EQUIPMENT REQUIRED TO COMPLETE THE SCOPE OF WORK OUTLINED ABOVE, UNLESS EXPLICITLY STATED OTHERWISE.

PROJECT SUBMISSIONS

After completing CCTV inspection and sanitary/storm sewer assessments, the Contractor shall submit the following to KWL:

- **CCTV Inspection Reports** for each gravity main section (manhole to manhole), including service connections where applicable:
 - Digital photographs of all observation points,
 - Above-ground panoramic footage taken prior to entry,
 - Corresponding CCTV video footage (.mp4), and
 - National Association of Sewer Service Companies (NASSCO) Pipeline Assessment Certification Program (PACP) Sewer Report digital data output files (.PDF)
- **Manhole Inspection Reports** for each manhole, including:
 - Digital photographs,
 - Above-ground panoramic footage taken prior to entry,
 - Corresponding 360° CCTV footage (.mp4), and

- National Association of Sewer Service Companies (NASSCO) Manhole Assessment Certification Program (MACP) Inspection, Scoring and Rating digital data output files (.PDF)
- CCTV and Manhole inspection database (one single database for all storm and sanitary sewer inspections completed) used to produce the reports in a digital database format (.mdb) or excel (.xlsx)

REPORTING STRUCTURE

The project will be managed by the City of Parkville Engineering Department, with Ryan Blight acting as the overall Project Manager.

RELEVANT PARTIES

- Project Team:
 - Ryan Blight, Engineering Technologist II
 - Robert Downs, Engineering Technologist Supervisor
 - Ayla Defoor, Manager of Engineering

CITY RESPONSIBILITIES

The City will provide the following:

- Relevant as-built information and reports upon request by the Contractor,
- Formalized list of gravity mains to be inspected,
- GIS Mapping files of the City's storm and sanitary systems

THE CITY WILL NOT PROVIDE SOFTWARE, SANITARY SEWER CLEANING, FLUSHING, CCTV EQUIPMENT, OR LABOUR FOR THIS PROJECT. THE CONTRACTOR IS RESPONSIBLE FOR SUPPLYING ALL NECESSARY SOFTWARE, EQUIPMENT, AND PERSONNEL TO COMPLETE THIS ASSIGNMENT.

BUDGET

The City has allocated budgets of \$35,000 for storm inspections and \$35,000 for sanitary inspections for a total project budget of \$70,000. This amount is inclusive of all costs, excluding GST.

DELIVERABLES

The key deliverables include, but are not limited to:

- **Pipe & Manhole Inspection Reports & CCTV Footage** for each section of gravity main and manhole inspected.
- **CCTV and Manhole inspection database** (one single database for all storm and sanitary sewer inspections completed) used to produce the reports in a digital database format (.mdb) or excel (.xlsx)

TIMELINE

Question Submission Deadline	Tuesday, April 14, 2026
RFP Closing Date	Tuesday, April 21, 2026
Anticipated Award Notification	Thursday, May 7, 2026

FUTURE WORKS

The City is seeking a Contractor for the 2026 inspection year. The City reserves the right to engage the Contractor chosen from this RFP for future work related to this project.

CITY OF PARKSVILLE
REQUEST FOR PROPOSAL NO. 5330-20-CCTV
STORM AND SANITARY SEWER CCTV INSPECTION PROGRAM
SUBMISSION AND EVALUATION CRITERIA

PROPOSAL SUBMISSION

Your submission should be organized into PDF documents in the following order:

- Cover letter
- Proposal Submission highlighting the below evaluation criteria, including links or samples of similar work
- Financial submission including fee schedule for 2026 work
- Appendices – if required

EVALUATION CRITERIA

The following items should be included in your proposal submissions and ***will be the basis for evaluation***. Information should be provided sequentially as shown:

No assumptions should be made that information regarding the Proponent or its participants, their experience, expertise and performance on other projects is known, other than the documentation and responses submitted by the Proponent.

Cover Letter

0 points

Your proposal should include a Cover Letter containing the following information:

- Should identify the Prime Consultant and any Subconsultants that make up the team.
- Should contain company name, address, website, telephone number, email address and primary contact person.
- Signed by the person or persons authorized to sign on behalf of the company.
- Should acknowledge any addendums issued for this Request for Proposal.

Qualifications

15 points

- Provide qualifications and resume for the Project Manager who has the overall responsibility for the project. The Project Manager should designate the backup person to act on their behalf during holidays, sickness, etc.
- Provide qualifications and resume of the key staff or any key subconsultants in each discipline who will be involved in the project; their duties, their role in the project and percentage of their time devoted to this project.

Knowledge and Experience

25 points

- The proposal shall demonstrate the knowledge and experience of the individual proposed as Project Manager, as well as all required specialists and experts that may be necessary to complete the work.
- Teams must demonstrate they have expertise and experience in projects of similar scope, size and complexity (please provide a sample final report which the City will maintain in confidence) and are familiar with challenges of the project.
- Provide a matrix with a minimum of three (3) projects for each team member, highlighting their previous experience in their area of specialty.
- Provide a minimum of three (3) references from clients that the Proponent has served, highlighting similar previous experience.

Project Understanding and Methodology

35 points

- Proponents shall outline an approach to the project reflecting a clear understanding of the Scope of Work.
- Demonstrate your understanding of the project by describing key issues and potential resolutions that are appropriate for the Parksville context.
- Outline your abilities to use creative solutions, innovations, methodology or other traits that will allow your firm to successfully complete this project.
- Proponents should provide their methodology and work plan to achieve the program objectives and timelines.
- Provide cost control procedures and the Proponent's method for monitoring the project timeframe, quality of work and budget.

Proponents should provide a fee proposal, including a detailed explanation of the makeup of the total cost for this project, including:

- breakdown of project tasks, personnel responsible, number of hours, total number of staff hours, hourly rates and total proposal costs;
- submit a schedule of hourly rates should additional Services be required;
- list of expected expenses, disbursements and any other probable costs; and
- all applicable value added taxes.

The Evaluation Committee may apply the evaluation criteria on a comparative basis, evaluating the proposals by comparing one Proponent's proposal to another Proponent's proposal. The Evaluation Committee will not be obligated to select the proposal that offers the lowest price or cost or any proposal at all.

The weighting listed above with the evaluation criteria indicate the relative weighting anticipated by the City and is shown to give general guidance to Proponents in the preparation of proposals. The evaluation criteria will be applied to all proposals fairly and without bias to any Proponent or Proposal and the same criteria and weightings will be applied to all proposals.

The Evaluation Committee reserves the right to not complete a detailed evaluation of a proposal if the Evaluation Committee concludes, having undertaken a preliminary review of the proposal, that the Proponent or proposal as compared to all the proposals is not in contention to be the selected proposal.

THE CORPORATION OF THE CITY OF PARKSVILLE
REQUEST FOR PROPOSAL NO. 5330-20-CCTV
STORM AND SANITARY SEWER CCTV INSPECTION PROGRAM
INSTRUCTIONS TO PROPONENTS

1.0 SUBMISSION REQUIREMENTS

- 1.1 Proposal submissions will be accepted up to **3 pm, Local Time, April 21, 2026 (the “Closing Time”)**. All submissions and accompanying documents must be emailed to engineering@parksville.ca. Hardcopy or facsimile submissions will **NOT** be accepted.

Requested Files:

Organize your submission into the following individual files (note the required file types):

- Cover Letter (File Type: PDF) – required
- Proposal Submission (File Type: PDF) – required
- Financial Submission (File Type: PDF) – required
- Appendices (File Type: PDF) – optional

a) Important Notes:

Uploading and emailing large documents may take significant time, depending on the size of the file(s) and your Internet connection speed. Allocate sufficient time for all uploads to complete prior to closing time.

The City will not be liable for any delay in uploading/emailing submissions for any reason including technological delays, or issues by either party’s network. The City will not be liable to any damages associated with Submissions not received prior to the closing time.

- 1.2 Proposals received and not conforming to Item 1.1 above, will be returned (unopened) to Proponent(s) without consideration.
- 1.3 Proposals, rather than tenders, have been requested in order to afford proponents a more flexible opportunity to employ their expertise and innovation, and thereby satisfy the City's needs in a more cost-effective manner. Proposals should be based on these Instructions and the attached Terms of Reference.
- 1.4 Any addenda to this Request for Proposal will be posted to BC Bid. **It is the sole responsibility of each proponent to make sure that it is in receipt of all addenda prior to the Closing Time and acknowledge receipt of all addenda on their cover letter accompanying its proposal.**

- 1.5 After the Closing Time all proposals received by the City become the property of the City.
- 1.6 Your proposal must be irrevocable and capable of acceptance for a period of Ninety (90) days after the Closing Time.
- 1.7 This Request for Proposal is subject to the City's Purchasing Policy which may be viewed at parksville.civicweb.net/document/27034/ and the laws of the Province of British Columbia.
- 1.8 This Request for Proposal is subject to the terms and conditions of the New West Partnership Trade Agreement (NWPTA) and the Canadian Free Trade Agreement (CFTA).

2.0 DEFINITIONS

- 2.1 The Corporation of the City of Parksville is referred to as the "City".
- 2.2 The entity submitting a proposal is referred to as the "Proponent".
- 2.3 The successful Proponent is referred to as the "Consultant".

3.0 CONFIDENTIALITY

- 3.1 The City recognizes the importance to Proponents that their ideas and plans remain confidential; otherwise, they may be reluctant to disclose such information. The City will endeavour to respect and protect the confidentiality of such information and will treat it as supplied in confidence within the meaning of Section 21 of the *Freedom of Information and Protection of Privacy Act*.
- 3.2 By submission of a proposal the Proponent agrees to maintain in confidence all information provided by the City in relation to the RFP. The contents of the RFP and any information provided by the City or its consultants in relation to this RFP may not be used or disclosed by a Proponent for any purpose other than in relation to the proposed or actual submission of a proposal.

4.0 COPYRIGHT OR OWNERSHIP

- 4.1 All documents, reports, working papers or other materials submitted to the City shall become the sole and exclusive property of the City, in the public domain, and not the property of the Consultant. The Consultant will be required to assign any and all copyright to the City. The City will have exclusive rights to copy, edit, publish and re-use all material in connection with this project and as reference material for future works at the City without further compensation to the Consultant.

5.0 PRICING

- 5.1 Your proposal should identify the "Net Total Cost" (which must include materials costs, labour costs, expenses/disbursements, subconsultant(s) fees and expenses and any other charges), **excluding GST**, so as to be the final cost to the City for the proposed Services.
- 5.2 The activities or tasks listed in the attached Terms of Reference are minimum requirements to be undertaken. Proponents may also provide separate pricing on additional requirements they feel would benefit the City in meeting its goal.
- 5.3 All prices proposed should be in Canadian funds.

6.0 INVOICES

- 6.1 All invoices paid because of this Request for Proposal will be paid as per the City's standard payment terms – Net 30 Days.
- 6.2 All invoices, quoting the City's purchase order number, should be submitted electronically to accounts payable at ap@parksville.ca and copied to the Project Manager at the email address of engineering@parksville.ca.

7.0 INDEMNIFICATION

- 7.1 In carrying out these works the Consultant, and/or their subconsultant(s) will act as an independent Consultant(s). The Consultant must agree to keep the City indemnified against any and all claims, actions or demands that may be brought, made or arise in respect of anything done or omitted to be done by the Consultant or its' employees who shall be and remain at all times and for all purposes, the servants or employees of the Consultant or their subconsultant(s), save and except to the extent that such claims action or demands arise from or relate to the negligence, wrongful act or omission of the City, or any of its officers or employees.

8.0 CONFLICT OF INTEREST

- 8.1 Proponents must ensure that they are not in a position that may be perceived as a conflict of interest.

9.0 COMPLIANCE WITH LAW

- 9.1 The Consultant shall comply with, and observe, all applicable laws and relevant regulations of any federal, provincial or municipal government or authority applicable to the supply of the service.

10.0 **BUDGET**

- 10.1 Acceptance of any proposal may be subject to budget considerations and available funding.

11.0 **CANCELLATION**

- 11.1 The City reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by any Proponent as a result of that cancellation.
- 11.2 The City reserves the right to cancel the Contract, at its sole and absolute discretion, with 30 days written notice to the Consultant, and the Consultant will have no rights or claims against the City. The Consultant will be entitled to be paid for all authorized work and expenses to termination date. Cancellation would not, in any manner whatsoever, limit the City's right to bring action against the Consultant for damages for breach of contract.

12.0 **PROPONENT'S EXPENSES**

- 12.1 Proponents are solely responsible for their own expenses in preparing a proposal and for subsequent negotiations with the City, if any. If the City elects to reject all proposals, the City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final contract, or any other matter whatsoever.

13.0 **LIMITATION OF DAMAGES**

- 13.1 No Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, or as a result of the City's rejection of that Proponent's proposal, or as a result of the City's award of a contract to another Proponent or no Proponent and by submitting a proposal each Proponent shall be deemed to have agreed that it has no claim.

14.0 **RESPONSIBILITY OF PROPONENTS**

- 14.1 Each Proponent is responsible for informing themselves as to the contents and requirement of this proposal. Each Proponent is solely responsible to ensure that they have obtained and considered all information necessary to understand the requirements of the proposal and to prepare and submit their proposal. The City will not be responsible for any loss, damage or expense incurred by a Proponent as a result of any inaccuracy or incompleteness in this proposal, or as a result of any misunderstanding or misinterpretation of the terms of the proposal on the part of any Proponent.
- 14.2 If a Proponent is in doubt as to the true meaning of any part of this Request for Proposals, or finds omissions, discrepancies or ambiguities, a request for interpretation or correction may be submitted to the Project Manager and, if

deemed necessary by the City, an addendum will be issued in accordance with section 1.3 of the Instructions to Proponents. This procedure also applies should the City, of its own accord, wish to expand or delete any part of this Request for Proposal.

15.0 ACCURACY OF INFORMATION

15.1 The City makes no representation or warranty, either expressed or implied, with respect to the accuracy or completeness of any information contained in or referred to in this RFP or any record or document associated with it.

16.0 SOLICITATION

16.1 If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to the Mayor, any Councillor, officer or employee of the City with respect to the Proposal, whether before or after the submission of the Proposal, the City shall be entitled to reject the Proposal.

17.0 PUBLICITY

17.1 The Consultant shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals or resulting Contract to the media or any member of the public without the prior written authorization of the City.

17.2 All publicity relating to this project is subject to the approval of the City and no mention of the Project in advertising or articles in any publication will be permitted unless authorized in advance, in writing, by the City.

18.0 EVALUATION PROCESS

18.1 An Evaluation Committee made up of City representatives will be reviewing proposal submissions. The City reserves the right to accept any or none of the proposals submitted and will evaluate proposals based on the best value offered to the City and not necessarily the lowest price.

18.2 The City reserves the right to conduct pre-selection meetings with Proponents. The City further reserves the right to conduct post-selection meetings in order to correct, change or adapt the selected proposal to the wishes of the Selection Committee.

18.3 The Proponent acknowledges that the City shall have the right to reject any and all proposals for any reason or to accept any Proposal which the City in its sole unrestricted discretion deems most advantageous to itself, including any Proposal that does not contain the content or form required by this Request for Proposal, or for failure to comply with the process for submission noted in this Request for Proposals. By submitting a proposal, the Proponent acknowledges the City's right under this clause and absolutely waives any right of action against the City for the City's failure to accept the Proponents' proposal whether or not such right of action arises in contract, negligence or any other cause of action.

- 18.4 The lowest or any proposal will not necessarily be accepted.

19.0 CONTRACT AWARD AND EXECUTION

- 19.1 The RFP and proposal of the selected Proponent shall become part of any contract initiated by the City. The selected Proponent shall be expected to enter into a contract that is substantially the same as the sample contract included. In no event should a Proponent submit its own standard contract terms and conditions as a response to this RFP. The Proponent should submit with its proposal any exceptions or contract deviations that its firm wishes to negotiate.
- 19.2 The Consultant will be required to enter into a written contract, in a form approved by the City Solicitor. The attached Appendix A – Professional Services Agreement will form the basis of the contract from this RFP.

The City requires that contractors, sub-contractors and service providers who are working on City premises or engaging in municipal projects pay all their staff involved in the tasks an hourly rate equivalent to or higher than the current living wage. The Consultant will be required to sign the City's Living Wage Employer Declaration, pursuant to city policy 6.18 – Living Wage Employer. See Appendix E – Policy 6.18 – Living Wage Employer.

20.0 INQUIRIES

- 20.1 All inquiries regarding this Request for Proposal must be directed in writing to the Project Manager, Ryan Blight, via email to engineering@parksville.ca. All questions should be received at least five (5) business days prior to the closing time and date.
- 20.2 The City will not be responsible for, and the Proponent shall not rely upon, information, instructions or clarifications given to a Proponent other than in the form of a written addendum issued by the City. Without limiting the foregoing, any verbal representations, promises, statements or advice made by any employees of the City shall not be relied upon.

APPENDIX A – PROFESSIONAL SERVICES AGREEMENT

SCHEDULE B – HOURLY RATES AND FEES FOR SERVICE

GENERAL

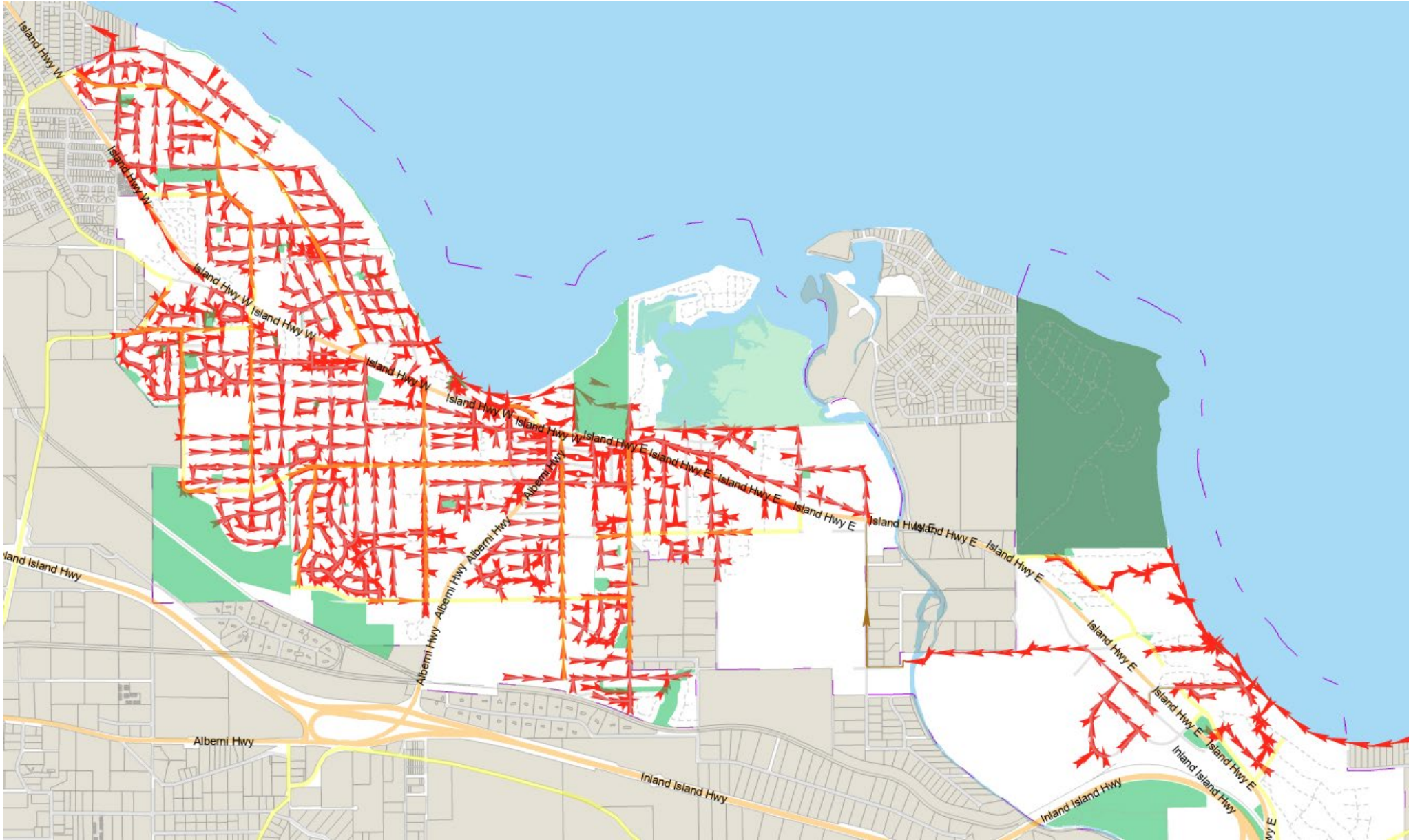
- Provide rates for CCTV inspections and reporting of Sanitary and Storm Mains & Manholes
- Provide additional rates for main flushing and cleaning, manhole cleaning, grease and root cutting removal and disposal and bypass pumping. (Actual quantities may change to match available budget. Activities to be performed where necessary, as determined by the contractor on site.)
- 2025 Actual Inspected Results:
 - Sanitary Main CCTV Inspection & Reporting: 4876 m
 - Storm Main CCTV Inspection & Reporting: 7265 m
 - Sanitary Manhole Inspection & Reporting: 60
 - Storm Manhole Inspection & Reporting: 59
- All unit rates shall be in Canadian funds and shall remain firm for the entire contract term.
- All unit rates are inclusive without limitation and shall include labour, vehicle, fuel, equipment, materials, tools, traffic control, mobilization, demobilization, supervision, insurance, licences, permits, overhead and profit and all other expenditures necessary in connection and completion of the Services requested.
- GST is not included in unit rates. GST is shown as a separate line item.
- In case of conflict between unit costs and any extended totals, unit costs will govern.

PRICES OFFERED

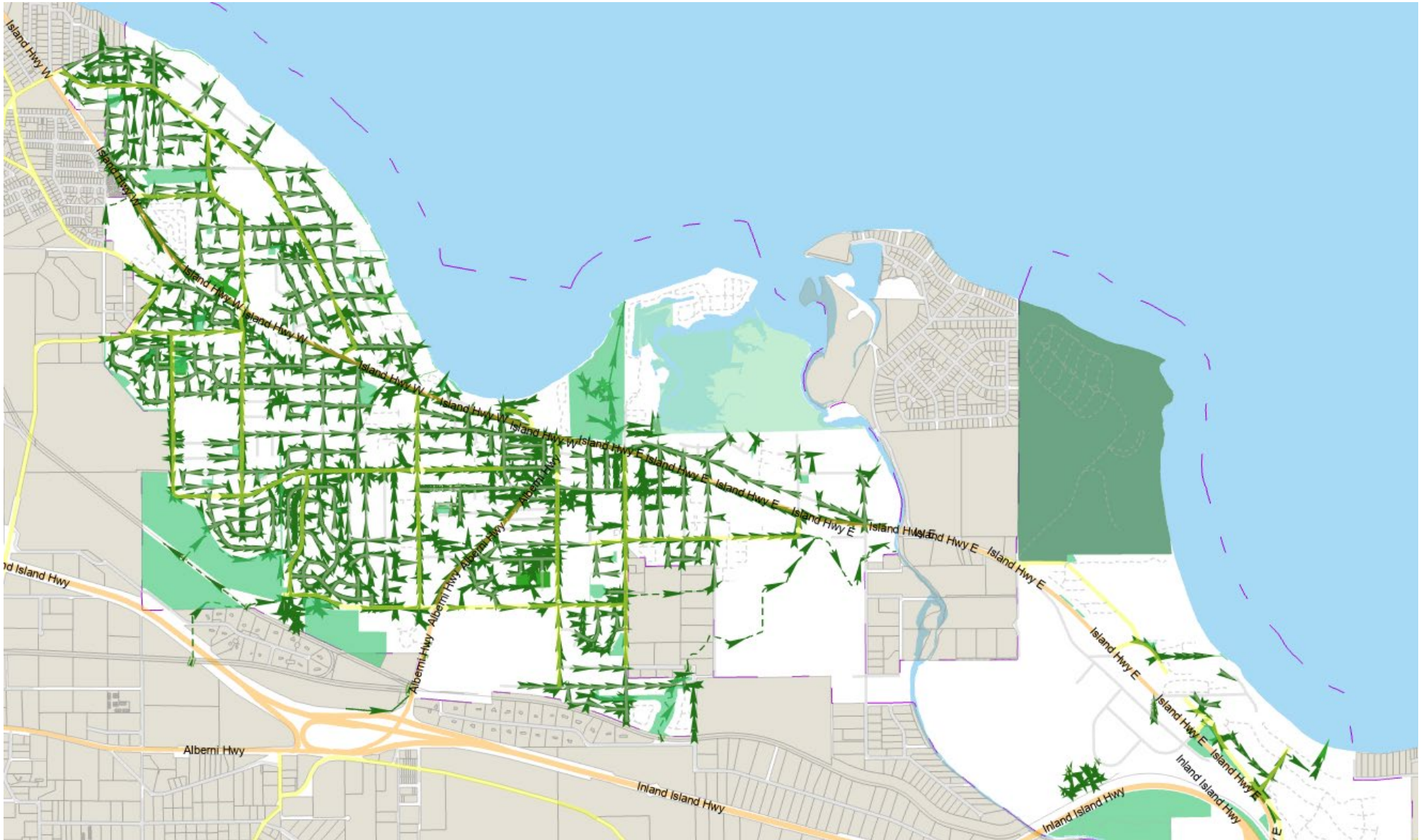
Estimated quantities shown in this section are approximate annual requirements and do not constitute a warranty or guarantee by the City as to the actual quantities to be purchased. The City expressly reserves the right to increase or decrease the quantities / Services. The unit rate quoted will apply to any increase or decreases in estimated quantity /Services.

	Description	2025 Actual Inspected Results	Unit of Measure	Unit Rate of Contract	Extended Price of Contract
1	SANITARY Main CCTV Inspection & Reporting	4876	<i>linear metres</i>	\$	\$
2	STORM Main CCTV Inspection & Reporting	7265	<i>linear metres</i>	\$	\$
3	SANITARY Manhole Inspection & Reporting	60	<i>each</i>	\$	\$
4	STORM Manhole Inspection & Reporting	59	<i>each</i>	\$	\$
SUBTOTAL				2026:	\$
Additional Rates: <i>*Actual quantities may change based on available budget</i> <i>*Activities to be performed where necessary, as determined by the contractor on site.</i>					
5	Main Flushing & Cleaning		<i>linear metres</i>	\$	
6	Manhole Cleaning		<i>each</i>	\$	
7	Grease & Root Cutting Removal & Disposal (Provisional)		<i>Hour</i>	\$	
8	Bypass Pumping (Provisional)		<i>each</i>	\$	

APPENDIX B – CITY OF PARKSVILLE SANITARY SYSTEM MAP



APPENDIX C – CITY OF PARKSVILLE STORM DRAINAGE SYSTEM



APPENDIX D – SANITARY & STORM INSPECTION LIST

APPENDIX E – Policy 6.18 – Living Wage Employer