



**THE CITY OF WINNIPEG**

# **REQUEST FOR PROPOSAL**

**RFP NO. 875-2014**

**REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR WILKES  
RESERVOIR NORTH CELL REHABILITATION DETAILED DESIGN AND CONTRACT  
ADMINISTRATION**

**Proposals shall be submitted to:**

**The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1**

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## **PART B - BIDDING PROCEDURES**

### **B1. CONTRACT TITLE**

B1.1 REQUEST FOR PROPOSAL FOR PROFESSIONAL CONSULTING SERVICES FOR WILKES RESERVOIR NORTH CELL REHABILITATION DETAILED DESIGN AND CONTRACT ADMINISTRATION

### **B2. SUBMISSION DEADLINE**

- B2.1 The Submission Deadline is 4:00 p.m. Winnipeg time, October 8, 2014.
- B2.2 Proposals determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.
- B2.3 The Project Manager or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

### **B3. SITE INVESTIGATION**

- B3.1 The Project Manager or an authorized representative will conduct a Site Investigation tour of the Wilkes Reservoir North Cell at 11:00 a.m. on September 18, 2014
- B3.2 Proponents are required to register for the Site Investigation **at least 48 hours** in advance by contacting the Project Manager identified in D2.
- B3.3 Although attendance at the Site Investigation is not mandatory, the City strongly suggests that Proponents attend.
- B3.4 The Proponent shall not be entitled to rely on any information or interpretation received at the Site Investigation unless that information or interpretation is the Proponent's direct observation, or is provided by the Project Manager in writing.
- B3.5 Proponents registered for the Site Investigation must provide the Contract Administrator identified in D2 with a Public Safety Verification search obtained not earlier than one (1) year prior to the Site Investigation.
- (a) The Public Safety Verification Check may be obtained from BackCheck by visiting <http://www.backcheck.net/cityofwinnipeg>. Note that the check will take up to 48 hours to complete. See PART E - for further information.
- (b) The results of the Public Safety Verification Check must be received by the City directly through BackCheck. Proponents must set up an account with BackCheck under their company name and grant BackCheck permission to share the results of the Public Safety Verification Check with the City of Winnipeg.
- B3.6 CSA approved safety footwear and a hardhat are required for all personnel attending the Site Investigation.
- B3.7 Proponents will not be allowed to take pictures at the Site Investigation. The Proponent may request pictures of specific areas from the Contract Administrator. The pictures will then be issued to all the Proponents registered for the Site Investigation.
- B3.8 Proponents are advised that site access is restricted and access to view the site can only be made under supervision of the City.
- B3.9 Proponents are advised that access to the interior of the reservoir will not be available during the Site Investigation due to operational constraints.

#### **B4. ENQUIRIES**

- B4.1 All enquiries shall be directed to the Project Manager identified in D2.
- B4.2 If the Proponent finds errors, discrepancies or omissions in the Request for Proposal (RFP), or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Project Manager of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B4.3 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.
- B4.4 Responses to enquiries which, in the sole judgment of the Project Manager, require a correction to or a clarification of the RFP will be provided by the Project Manager to all Proponents by issuing an addendum.
- B4.5 Responses to enquiries which, in the sole judgment of the Project Manager, do not require a correction to or a clarification of the RFP will be provided by the Project Manager only to the Proponent who made the enquiry.
- B4.6 All correspondence or contact by Proponents with the City in respect of this RFP must be directly and only with the City's Project Manager. Failure to restrict correspondence and contact to the Project Manager may result in the rejection of the Proponents Proposal Submission.
- B4.7 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Project Manager in writing.

#### **B5. CONFIDENTIALITY**

- B5.1 Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Project Manager. The use and disclosure of the confidential information shall not apply to information which:
- (a) was known to the Proponent before receipt hereof; or
  - (b) becomes publicly known other than through the Proponent; or
  - (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.
- B5.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the Request for Proposals to the media or any member of the public without the prior written authorization of the Project Manager.

#### **B6. ADDENDA**

- B6.1 The Project Manager may, at any time prior to the Submission Deadline, issue Addenda correcting errors, discrepancies or omissions in the Request for Proposal, or clarifying the meaning or intent of any provision therein.
- B6.2 The Project Manager will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- B6.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- B6.2.2 The Bidder is responsible for ensuring that it has received all Addenda and is advised to check the Materials Management Division website for Addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B6.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 9 of Form A: Proposal. Failure to acknowledge receipt of an addendum may render a Proposal non-responsive.

**B7. PROPOSAL SUBMISSION**

B7.1 The Proposal shall consist of the following components:

- (a) Form A: Proposal (Section A) in accordance with B8;
- (b) Fees (Section B) in accordance with B9;

B7.2 The Proposal should also consist of the following components:

- (a) Experience of Proponent and Subconsultants (Section C) in accordance with B10;
- (b) Experience of Key Personnel Assigned to the Project (Section D), in accordance with B11;
- (c) Project Understanding and Methodology (Section E) in accordance with B12; and
- (d) Project Schedule (Section F) in accordance with B13.

B7.3 Further to B7.1, all components of the Proposal shall be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.

B7.4 Further to B7.2, all components of the Proposal should be fully completed or provided in the order indicated, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Proposal.

B7.5 Proponents should submit one (1) unbound 8.5" x 11" original (marked "original") including drawings and seven (7) copies for sections identified in B7.1 and B7.2.

B7.6 The Proposal shall be limited to a maximum of thirty (30) pages of Project specific material and a maximum of twenty (20) pages of support documentation including curriculum vitae and related information.

B7.7 Proposals should be presented in the Sections identified above with a minimum font size of 10. Proponents are encouraged to use their creativity to submit a Proposal which provides the requested information for evaluation and other information which illustrates the strength of their team.

B7.8 Proponents are advised that inclusion of terms and conditions inconsistent with the Request for Proposal, will be evaluated in accordance with B21.1(a).

B7.9 The Proposal shall be submitted enclosed and sealed in an envelope/package clearly marked with the RFP number and the Proponent's name and address.

B7.10 Proposals submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B7.11 Proposals shall be submitted to:

The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

B7.12 Any cost or expense incurred by the Proponent that is associated with the preparation of the Proposal shall be borne solely by the Proponent.

**B8. PROPOSAL (SECTION A)**

B8.1 The Proponent shall complete Form A: Proposal, making all required entries.

- B8.2 Paragraph 2 of Form A: Proposal shall be completed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
  - (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
  - (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;
  - (d) if the Proponent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B8.2.1 If a Proposal is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B8.2.
- B8.3 In Paragraph 3 of Form A: Proposal, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of the Proposal.
- B8.4 Paragraph 11 of Form A: Proposal shall be signed in accordance with the following requirements:
- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, it shall be signed by the Proponent;
  - (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
  - (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
  - (d) if the Proponent is carrying on business under a name other than its own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B8.4.1 The name and official capacity of all individuals signing Form A: Proposal should be printed below such signatures.
- B8.5 If a Proposal is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Proposal and the Contract, when awarded, shall be both joint and several.

## **B9. FEES (SECTION B)**

- B9.1 The Proponent Shall Complete Form B: Fees, making all required entries and summarizing all Fees for the Scope of Services.
- (a) Include a Fixed Fee for all phases of the work listed in D5.3 except for Resident Services;
    - (i) The Fee for As-Built Drawings shall be \$50,000.00, to be paid upon satisfactory completion of the As-Built Drawings as described in D10.
  - (b) Include a Time Based Fee for Resident Services:
    - (i) The proposal shall include a Time Based Fee schedule calculated on a time basis for Resident Services
    - (ii) Time Based Fees shall be based on one inspector providing inspection services as described in D9.
    - (iii) For proposal purposes these fees should be based on 2000 hours of inspection.
    - (iv) The number of hours listed in B9.1(b)(iii) is to be considered approximate only. The City will use this number for the purpose of comparing bids.
    - (v) The number of hours for which payment will be made to the Consultant for Resident Services is to be determined by the actual amount of hours worked by the Consultant.
- B9.2 Adjustments to Fees will only be considered based on increases to the Scope of Services.

- B9.2.1 The City will not consider an adjustment to the Fees based on changes in the Project budget or the Final Total Construction Cost.
- B9.3 Notwithstanding C1.1(b), Fees shall include costs for out of town travel, related meals and accommodations for the duration of the Project and shall not be considered an Allowable Disbursement.
- B9.4 The Fee Proposal shall also include an allowance for Allowable Disbursements as defined in C1.1(b), but shall exclude the costs of any materials testing, soils and hazardous materials investigation during construction.
- B9.5 Notwithstanding C10.1, Fees submitted shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.
- B9.6 Payments to Non-Resident Consultants are subject to Non-Resident Withholding Tax pursuant to the Income Tax Act (Canada).

**B10. EXPERIENCE OF PROPONENT AND SUBCONSULTANTS (SECTION C)**

- B10.1 Proposals should include:
- (a) details demonstrating the history and experience of the Proponent and Subconsultants in providing programming; design, management of construction and contract administration services for the rehabilitation of deteriorated concrete structures on up to three projects of similar complexity, scope and value.
- B10.2 For each project listed in B10.1(a), the Proponent should submit:
- (a) description of the project;
  - (b) role of the consultant;
  - (c) project's original contracted construction cost and final construction cost;
  - (d) design and construction schedule (anticipated Project schedule and actual project delivery schedule, showing design and construction separately);
  - (e) project owner;
  - (f) reference information (two current names with telephone numbers per project).
- B10.2.1 Where applicable, information should be separated into Proponent and Subconsultant project listings.
- B10.3 The Proposal should include general firm profile information, including years in business, average volume of work, number of employees and other pertinent information for the Proponent and all Subconsultants.

**B11. EXPERIENCE OF KEY PERSONNEL ASSIGNED TO THE PROJECT (SECTION D)**

- B11.1 Describe your approach to overall team formation and coordination of team members.
- B11.1.1 Include an organizational chart for the Project.
- B11.2 Submit the experience and qualifications of the Key Personnel assigned to the Project for projects of similar complexity, scope and value, including
- (a) the principals-in-charge;
  - (b) the Consultants Representative;
  - (c) managers of the key disciplines and;
  - (d) lead designers;
  - (e) site inspector; and
  - (f) any other personnel with over 5% of total project hours.



- B11.2.1**      **Include**
- (a) educational background and degrees;
  - (b) professional recognition;
  - (c) job title;
  - (d) years of experience in current position;
  - (e) years of experience in design and construction; and
  - (f) years of experience with existing employer.
- B11.3**      Roles of each of the Key Personnel in the Project should be identified in the organizational chart referred to in B11.1.1.
- B11.4**      For each person identified, list at least two comparable projects in which they have played a primary role. If a project selected for a key person is included in B10, provide only the project name and the role of the key person. For other projects provide the following:
- (a) Description of project;
  - (b) Role of the person;
  - (c) Project Owner;
  - (d) Reference information (two current names with telephone numbers per project).
- B11.5**      Further to B11.2(d) the lead designer(s) shall have a minimum of twenty (20) years structural design experience and have demonstrated expertise in the rehabilitation of deteriorated concrete structures.
- B11.6**      Further to B11.2(e) the site inspector(s) shall have a minimum of ten (10) years of relevant structural construction inspection experience and have previously performed construction inspection for the rehabilitation of deteriorated concrete structures.
- B12.      PROJECT UNDERSTANDING AND METHODOLOGY (SECTION E)**
- B12.1**      Describe your firm's project management approach and team organization during the performance of Services, using details specific to this project, so that the evaluation committee has a clear understanding of the methods the Proponent will use in the delivery of this Project.
- B12.2**      Methodology should be presented in accordance with the Scope of Services identified in D3.1.
- B12.3**      Describe the collaborative process/method to be used by the Key Personnel of the team in the various phases of the Project.
- B12.4**      Proposals should address:
- (a) the team's understanding of the broad functional and technical requirements;
  - (b) the team's understanding of the constraints that will affect the undertaking of the work;
  - (c) the team's understanding of the project deliverables;
  - (d) the proposed Project construction budget; and
  - (e) any other issue that conveys the team's understanding of the Project requirements.
- B12.5**      For each person identified in B11.2, list:
- (a) the total number of hours to be dedicated to the Project;
  - (b) the number of project hours to be dedicated to each phase of the Project listed in D5.3; and
  - (c) the hourly charge out rate.

### **B13. PROJECT SCHEDULE (SECTION F)**

- B13.1 Proponents should present a carefully considered Critical Path Method schedule using Microsoft Project or similar project management software, complete with resource assignments (key designers), durations (weekly timescale) and milestone dates or events. The schedule should address each requirement of the Scope of Services.
- B13.2 The Proponent's schedule should include:
- (a) work breakdown structure;
  - (b) resource assignments (key designers);
  - (c) durations (weekly timescale);
  - (d) milestone dates or events;
  - (e) critical dates for review;
  - (f) anticipated approval processes by the City during the design and tendering phases of the project
    - (i) A minimum of three (3) weeks should be allowed for completion of these processes;
  - (g) project meetings;
  - (h) submission of monthly progress reports; and
  - (i) submission dates for required deliverables.
- B13.3 The schedule shall be based on the critical dates listed in D16.

### **B14. QUALIFICATION**

- B14.1 The Proponent shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Proponent does not carry on business in Manitoba, in the jurisdiction where the Proponent does carry on business; and
  - (b) be financially capable of carrying out the terms of the Contract;
  - (c) have all the necessary experience, capital, organization, and equipment to perform the Services in strict accordance with the terms and provisions of the Contract;
  - (d) have or establish and staff an office in Winnipeg for the duration of the Project.
- B14.2 The Proponent and any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:
- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/debar.stm>
- B14.3 The Proponent and/or any proposed Subconsultant (for the portion of the Services proposed to be subcontracted to them) shall:
- (a) have successfully carried out services for the programming; design, management of construction and contract administration for architectural and/or engineering projects of similar complexity, scope and value; and to those required for this Project; and
  - (b) be fully capable of performing the Services required to be in strict accordance with the terms and provisions of the Contract; and
  - (c) have a written workplace safety and health program, if required, pursuant to The Workplace Safety and Health Act (Manitoba);

- (d) have the knowledge and resources to administer the requirements of The Workplace Safety and Health Act (Manitoba) during the construction works associated with this Contract;
- (e) undertake to meet all licensing and regulatory requirements of the appropriate governing authorities and associations in the Province of Manitoba; and
- (f) provide proof upon request of the Project Manager the Security Clearances as identified in PART E - .

B14.4 The Proponent shall submit, within three (3) Business Days of a request by the Project Manager, further proof satisfactory to the Project Manager of the qualifications of the Proponent and of any proposed Subconsultant.

B14.5 The Proponent shall provide, on the request of the Project Manager, full access to any of the Proponent's equipment and facilities to confirm, to the Project Manager's satisfaction, that the Proponent's equipment and facilities are adequate to perform the Services.

## **B15. ELIGIBILITY**

B15.1 Various organizations provided investigative services with respect to this Project. In the City's opinion, this relationship or association does not create a conflict of interest or will not likely create a perception of conflict of interest because of this full disclosure and related information. The organizations are:

- (a) Dillon Consulting Ltd.

## **B16. OPENING OF PROPOSALS AND RELEASE OF INFORMATION**

B16.1 Proposals will not be opened publicly.

B16.2 After award of Contract, the names of the Bidders and the Contract amount of the successful Bidder will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>.

B16.3 To the extent permitted, the City shall treat all Proposal Submissions as confidential. However, the Proponent is advised that any information contained in any Proposal may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B16.4 Following the award of Contract, a Proponent will be provided with information related to the evaluation of its submission upon written request to the Project Manager.

## **B17. IRREVOCABLE OFFER**

B17.1 The Proposal(s) submitted by the Proponent shall be irrevocable for the time period specified in Paragraph 10 of Form A: Proposal.

B17.2 The acceptance by the City of any Proposal shall not release the Proposals of the other responsive Proponents and these Proponents shall be bound by their offers on such Services until a Contract for the Services has been duly executed as herein provided, but any offer shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 10 of Form A: Proposal.

## **B18. WITHDRAWAL OF OFFERS**

B18.1 A Proponent may withdraw its Proposal without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.

B18.1.1 The time and date of receipt of any notice withdrawing a Proposal shall be the time and date of receipt as determined by the Manager of Materials.

- B18.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Proposal or the Proponent's authorized representatives named in Paragraph 11 of Form A: Proposal, and only such person, has authority to give notice of withdrawal.
- B18.1.3 If a Proponent gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:
- (a) retain the Proposal until after the Submission Deadline has elapsed;
  - (b) open the Proposal to identify the contact person named in Paragraph 3 of Form A: Proposal and the Proponent's authorized representatives named in Paragraph 11 of Form A: Proposal; and
  - (c) if the notice has been given by any one of the persons specified in B18.1.3(b), declare the Proposal withdrawn.
- B18.2 A Proponent who withdraws its Proposal after the Submission Deadline but before its offer has been released or has lapsed as provided for in B17.2 shall be liable for such damages as are imposed upon the Proponent by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law.

## **B19. INTERVIEWS**

- B19.1 The Project Manager may, in his/her sole discretion, interview Proponents during the evaluation process.

## **B20. NEGOTIATIONS**

- B20.1 The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.
- B20.2 The City may negotiate with the Proponents submitting, in the City's opinion, the most advantageous Proposals. The City may enter into negotiations with one or more Proponents without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.
- B20.3 If, in the course of negotiations pursuant to B20.2 or otherwise, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

## **B21. EVALUATION OF PROPOSALS**

- B21.1 Award of the Contract shall be based on the following evaluation criteria:
- (a) compliance by the Proponent with the requirements of the Request for Proposal or acceptable deviation therefrom: (pass/fail)
  - (b) qualifications of the Proponent and the Subconsultants, if any, pursuant to B13.2: (pass/fail)
  - (c) Fees; (Section B) 40%
  - (d) Experience of Proponent and Subconsultants; (Section C) 8%
  - (e) Experience of Key Personnel Assigned to the Project; (Section D) 30%
  - (f) Project Understanding and Methodology (Section E) 20%
  - (g) Project Schedule. (Section F) 2%

- B21.2 Further to B21.1(a), the Award Authority may reject a Proposal as being non-responsive if the Proposal Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Proposal, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B21.3 Further to B21.1(b), the Award Authority shall reject any Proposal submitted by a Proponent who does not demonstrate, in its Proposal or in other information required to be submitted, that it is responsible and qualified.
- B21.4 Further to B21.1(c), Fees will be evaluated based on Fees submitted in accordance with B9.
- B21.5 Further to B21.1(d) Experience of Proponent and Subconsultants will be evaluated considering the information provided in response to B10, including but not limited to the following criteria:
- (a) Ability of Proponent to complete the job;
  - (b) Similarity of the Proponent's past projects to this project; and
  - (c) Success of the Proponent on past projects.
- B21.5.1 Proposals that receive less than half the available evaluation points for Experience of Proponent and Subconsultants will be rejected in accordance with B21.3
- B21.6 Further to B21.1(e), Experience of Key Personnel Assigned to the Project will be evaluated considering the information provided in response to B11, including but not limited to the following criteria:
- (a) Appropriateness of related years of experience of the Key Personnel;
  - (b) Relevancy of experience of the Key Personnel; and
  - (c) Appropriateness of approach to overall team formation and coordination of team members.
- B21.6.1 Proposals that receive less than half the available evaluation points for Experience of Key Personnel will be rejected in accordance with B21.3
- B21.7 Further to B21.1(f), Project Understanding and Methodology will be evaluated considering the information provided in response to B12, including but not limited to the following criteria:
- (a) The appropriateness of the Project Management Approach;
  - (b) The Methodology, including appropriateness of hours assigned to individual tasks;
  - (c) The Proponent's understanding of the Project, including its deliverables and its constraints; and
  - (d) Demonstration of insight beyond the information that was presented in the Request for Proposal.
- B21.7.1 Proposals that receive less than half the available evaluation points for Project Understanding and Methodology will be rejected in accordance with B21.3
- B21.8 Further to B21.1(g), Project Schedule will be evaluated considering the information provided in response to B13, including but not limited to the following criteria:
- (a) The completeness of the project schedule; and
  - (b) The appropriateness of the timelines provided.
- B21.9 Notwithstanding B21.1(d) to B21.1(g), where Proponents fail to provide a response to B7.2(a) to B7.2(d), the score of zero may be assigned to the incomplete part of the response.

## **B22. AWARD OF CONTRACT**

- B22.1 The City will give notice of the award of the Contract, or will give notice that no award will be made.

- B22.2 The City will have no obligation to award a Contract to a Proponent, even though one or all of the Proponents are determined to be responsible and qualified, and the Proposals are determined to be responsive.
- B22.2.1 Without limiting the generality of B22.2, the City will have no obligation to award a Contract where:
- (a) the prices exceed the available City funds for the Services;
  - (b) the prices are materially in excess of the prices received for similar services in the past;
  - (c) the prices are materially in excess of the City's cost to perform the Services, or a significant portion thereof, with its own forces;
  - (d) only one Proposal is received; or
  - (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.
- B22.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Proponent submitting the most advantageous offer.
- B22.4 The City may, at its discretion, award the Contract in phases.
- B22.5 Notwithstanding Paragraph 6 of Form A: Proposal and C4, the City will issue a Letter of Intent to the successful Bidder in lieu of execution of a Contract.
- B22.5.1 The Contract documents as defined in C1.1(n)(ii) in their entirety shall be deemed to be incorporated in and to form a part of the Letter of Intent notwithstanding that they are not necessarily attached to or accompany said Letter of Intent.
- B22.6 The form of Contract with the City of Winnipeg will be based on the Contract as defined in C1.1(n).
- B22.6 Following the award of Contract, a Proponent will be provided with information related to the evaluation of its Proposal upon written request to the Project Manager.
- B22.7 If, after the award of Contract, the Project is cancelled, the City reserves the right to terminate the Contract. The Consultant will be paid for all Services rendered up to time of termination.

## **PART C - GENERAL CONDITIONS**

### **C0. GENERAL CONDITIONS**

- C0.1 The *General Conditions for Consultant Services* (Revision 2010-10-01) are applicable to the Services of the Contract.
- C0.1.1 The *General Conditions for Consultant Services* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at [http://www.winnipeg.ca/matmgt/gen\\_cond.stm](http://www.winnipeg.ca/matmgt/gen_cond.stm).
- C0.2 A reference in the Request for Proposal to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Consultant Services*.

## **PART D - SUPPLEMENTAL CONDITIONS**

### **GENERAL**

#### **D1. GENERAL CONDITIONS**

D1.1 In addition to the *General Conditions for Consultant Services*, these Supplemental Conditions are applicable to the Services of the Contract.

#### **D2. PROJECT MANAGER**

D2.1 The Project Manager is:

Rob Carroll, P.Eng

Email: rcarroll@winnipeg.ca

Telephone No. 204 986-8409

Facsimile No. 204 224-0032

D2.2 At the pre-commencement meeting, the Project Manager will identify additional personnel representing the Project Manager and their respective roles and responsibilities for the Services.

D2.3 Proposal Submissions must be submitted to the address in B7.11

#### **D3. BACKGROUND**

D3.1 Wilkes Reservoir is one of three distribution reservoirs servicing the City of Winnipeg. It was originally built as an open cell reservoir in 1960. In 1980 the North Cell was reconstructed as an enclosed reservoir divided into an east and a west cell of 78 ML and 62 ML capacity respectively.

D3.2 Structural problems with the reservoir occurred shortly after commissioning. By 1986 several issues had been identified with the newly constructed reservoir. These issues included:

- (a) Cracking and popouts in hollowcore roof slabs;
- (b) Roof waterproofing system deterioration;
- (c) Column settlement and roof depressions;
- (d) Rusting of exposed reinforcing steel on precast beam bottoms;
- (e) Spalling of precast concrete beam ends;
- (f) Reduced thermal expansion and contraction capabilities; and:
- (g) Diagonal cracking of the exterior wall.

D3.3 Detailed condition assessments of the North Cell were made and rehabilitation work was performed. The results of the assessments and subsequent rehabilitation work are summarized below. The work was completed in 1993.

(a) Precast Hollowcore Slab Deterioration

- (i) Over 60 slabs showed signs of deterioration, including cracking, spalling and popouts;
- (ii) Testing showed the deterioration was a result of the combination of moisture penetration in the slabs, inadequate air entrainment in the concrete, and the number of freeze/thaw cycles experienced;
- (iii) Slabs with spalling, popouts or other local defects were sealed to ensure protection of the prestressing strands;
- (iv) Popouts where the core was exposed were repaired by grouting the core solid for 0.5 metre on both sides of the defect; and



- (v) 19 slabs were replaced.
  - (b) Roof Waterproofing System Deterioration
    - (i) The surface sealer used to protect the exterior surface of the hollowcore slabs wore away within the first year of application and was never reapplied;
    - (ii) Water penetrating the roof and undergoing repeated freeze/thaw cycles was thought to be contributing to several of the issues experienced in the reservoir; and
    - (iii) An insulated protected membrane roof was installed.
  - (c) Roof Depressions and Column Settlements
    - (i) Column settlements were projected to continue for the expected life of the reservoir;
    - (ii) Load tests indicated that the rate of settlement would increase with additional roof loads;
    - (iii) Three columns were underpinned to prevent further settlement; and
    - (iv) Four columns were extended to remove roof depressions.
  - (d) Precast Concrete Roof Beams and Neoprene Bearing Pads
    - (i) Approximately 25% of the beam ends were observed to have some degree of deterioration ranging from minor chips to large spalls;
    - (ii) Bulging of the neoprene bearing pads was also noted. Despite the deterioration, it was noted that the pads would continue perform their function; and
    - (iii) Loose material at the beam ends was removed and the exposed reinforcing steel was coated to protect against corrosion.
  - (e) Temperature Movement Capabilities of the Roof System
    - (i) The perimeter expansion joints were found to be filled with grout and polystyrene insulation. These joints were cleaned out;
    - (ii) Masonite bearing strips on lines 1, 9 and 19 replaced with Korolath; and
    - (iii) The beam pocket bulkheads on lines A and N were removed and rebuilt, ensuring 50 millimetres of separation between the beam ends and the bulkheads.
  - (f) Beam Pocket Cracks
    - (i) Cracks at the beam pockets in the exterior walls greater than 0.3 millimetres in width were repaired.
- D3.4 Additional deterioration was observed in the north east cell during reservoir cleaning in fall of 2011, including new popouts of the hollowcore roof panels.
- D3.5 A second detailed condition assessment of Wilkes Reservoir North Cell was completed in 2014. The results of the assessment are summarized below:
- (a) Precast Hollowcore Slab Deterioration
    - (i) Longitudinal cracking was found on 185 slabs and 36 slabs were found to be developing popouts.
    - (ii) The hollowcore prestressing strand was exposed at selected locations. While the strands at popouts were found to be severely rusted, strands in sound concrete were generally found to be in good condition.
    - (iii) Several hollowcore voids were found to be filled with water. It is suspected that slabs that had surface defects prior to the installation of the waterproofing membrane in 1992 may have varying amounts of water in their voids.
  - (b) Building Envelope
    - (i) The roof insulation panels were found to be saturated with water as a result of inadequate drainage beneath the roof ballast. This saturation resulted in the panels having negligible insulating value.
    - (ii) Winter roof slab temperature monitoring at several test locations found that with additional insulation the temperature of the slabs hovered around the freezing point. The effectiveness of the additional insulation was reduced due to the small size of the test areas.

- (iii) The EPDM membrane was found to be generally in good condition.
- (c) Column Settlements
  - (i) Two columns were found to have settled further since the previous assessment.
- (d) Precast Concrete Roof Beams and Neoprene Beam Bearing Pads
  - (i) The 2014 condition assessment found an increase in both the number and severity of beam spalls from the previous inspection.
  - (ii) The protective coatings applied during the 1992 rehabilitation appeared to be reaching the end of their service life.
  - (iii) The beam bearing pads were found to have reached the end of their service life.
- (e) Floor Slab
  - (i) Approximately 70% of the original 1960 open cell reservoir's concrete floor slab was re-used as part of the 1980 enclosed reservoir cell.
  - (ii) During the previous condition assessment both the 1960 and 1980 portions of the floor slab were in satisfactory condition.
  - (iii) During the 2014 assessment it was found that areas of the 1960 floor slab adjacent to the newer 1980 floor slab showed extensive cracking. Approximately 2,800 m<sup>2</sup> of floor slab were recommended for replacement.

#### **D4. DEFINITIONS**

D4.1 When used in this Request for Proposal:

- (a) "WBS" means Work Breakdown Structure.

#### **D5. SCOPE OF SERVICES**

- D5.1 Unless otherwise stated, Appendix A – Definition of Professional Consultant Services (Consulting Engineering Services) shall be applicable to the provision of Professional Engineering services for this project. These services are specific to Detailed Design and Contract Administration Services.
- D5.2 Refer to Appendix B for Relevant Documents to the Project. These documents are available in electronic PDF format by request to the Contract Administrator.
- D5.3 The Services required under this Contract shall consist of the following phases and as outlined in D6 to D10:
- (a) Project Management;
  - (b) Detailed Design;
  - (c) Non-Resident Services;
  - (d) Resident Services; and
  - (e) As-Built Drawings.

#### **D6. PROJECT MANAGEMENT**

- D6.1 Plan, organize, secure and manage resources to complete the phases outlined in D7 to D10.
- D6.2 Create and submit a project management plan. The project management plan shall include but not be limited to:
- (a) Work breakdown structure for the project;
  - (b) Project Schedule as submitted under B13;
    - (i) List all project activities and milestones
    - (ii) Identify responsibilities, timelines and dependencies for all project activities and milestones

- (c) Communication plan;
  - (d) Change management plan;
    - (i) Identify the schedule, quality and budget impacts of any proposed changes
  - (e) Quality assurance and control plan; and
    - (i) Establish appropriate levels of review and approvals for all project deliverables.
  - (f) Risk management plan.
- D6.3 Submit monthly project status reports, including the following:
- (a) Percentage completion of the overall project and of the tasks defined in the WBS;
  - (b) Budget and actual cost for completed tasks and projected cost for planned tasks; and
  - (c) Any project issues.
- D6.3.1 Monthly project status reports shall be a maximum of two pages and be submitted within three days of months end.
- D6.4 Coordinate regular project meetings and provide minutes. The meetings shall be used to update the City's project manager on the status of the project and to discuss other project management issues.
- D6.5 Provide adequate notice (at least one week) prior to any site visit or work/shutdown that will require assistance from City personnel.
- D6.6 Carry out other project management activities as required.

## **D7. DETAILED DESIGN**

- D7.1 Collect and review all available existing information about the site including files, reports, drawings, etc. Detailed design to be based on the July 2014 report "Wilkes Reservoir North Cell Condition Assessment" prepared by Dillon Consulting. This document is available in electronic PDF format by request to the project manager. Alternative designs will be considered but will require approval from the City.
- D7.2 Where necessary conduct field surveys and investigations to verify existing conditions and to supplement available information.
- D7.3 Prepare a detailed design for the following:
- D7.3.1 Building Envelope and Hollowcore Roof Slabs
- (a) Removal of existing concrete paving slabs and insulation;
    - (i) Provide a recommendation on the best method of salvaging the slabs.
  - (b) Repair and/or replacement of damaged hollowcore roof slabs;
  - (c) Installation of a new building envelope and ballast
    - (i) Insulation should be sufficient to prevent the hollowcore slabs from freezing.
    - (ii) The effect of additional dead loads on the column settlements should be considered. In general the total dead load of the new roofing system should be similar or less than existing dead load.
  - (d) Installation of a hollowcore slab temperature monitoring system. The monitoring system shall:
    - (i) include a minimum of four (4) monitoring points;
    - (ii) be capable of recording both top-of-slab and bottom-of-slab temperatures at each monitoring point;
    - (iii) record temperature readings at hourly intervals; and
    - (iv) interface with the Department's SCADA system to allow remote downloading of the temperature monitoring data.

- D7.3.2      **Beam Ends and Column Settlement**
- (a) Stabilization of settled columns to prevent further settlement;
  - (b) Installation of shims above settled columns to restore column height;
  - (c) Removal and replacement of existing Neoprene bearing pads;
  - (d) Application of a protective coating to damaged beam ends to prevent corrosion of exposed reinforcing steel;
  - (e) Restoration of significantly deteriorated beam ends;
  - (f) Repair of damaged pile caps.
- D7.3.3      **Floor Slab and Reservoir Interior**
- (a) Removal and replacement of cracked floor slab sections
  - (b) Repairs to the suction inlet in the west cell, including:
    - (i) Replacement of damaged slabs;
    - (ii) Repair or replacement of damaged screens; and
    - (iii) Repair of leaks on outflow piping
  - (c) Replacement of all expansion joint membranes.
- D7.4      Prepare a draft bid opportunity package for all aspects of the work listed in D7.3, including detailed construction drawings and specifications.
- D7.5      Submit five (5) paper copies and one (1) electronic PDF copy of the draft bid opportunity package for City review:
- (a) Drawings shall be printed on 11"x17" size paper.
  - (b) Allow a minimum of three (3) weeks for the City to review the draft bid opportunity package.
- D7.6      Upon receipt of City review comments, submit one electronic PDF copy of the final bid opportunity package.
- D7.7      Submit two (2) paper copies and one (1) electronic PDF copy of the "Detailed Design Notes Package", including detailed engineering calculations, drawings, and criteria employed in the design(s).
- D7.8      Prepare a Class 3 cost estimate for all aspects of the work listed in D7.3 .
- D7.9      Arrange for the advertisement of the bid opportunity with the City's Materials Management Division.
- D7.10      Provide appropriate response to bidders and advice to the City during the bid opportunity posting period.
- D7.11      Issue addenda to the bid opportunity, as required.
- D7.12      Arrange for and attend bidder's site visit(s).
- D7.13      Evaluate the bids received and recommend an award of contract.
- D8.      NON-RESIDENT SERVICES**
- D8.1      Administer the construction contract.
- D8.2      Conduct a pre-construction meeting.
- D8.3      Prior to construction, prepare and submit a written and photographic record of the physical condition of the work area, existing facilities, and structures sufficient to equip the City to

provide valid evidence and relevant testimony in settlement of any claim involving the City by any court of law, or by any other party for damages arising from the project.

- D8.4 Review and provide recommendations for requests for alternate materials and methods. No alternates shall be approved without written authorization from the City.
- D8.5 Submit a copy of all correspondence relating directly or indirectly to the project, originating from or distributed to parties external to the consultant, immediately following receipt or dispatch by the consultant.
- D8.6 Coordinate regular construction review meetings and provide minutes. The meetings shall include representatives of the City and the Contractor. The meetings shall be used to update the City on the status of construction, and to discuss any other construction related issues.
- D8.7 Prepare, certify, and submit progress estimates to the City for payment to the Contractor for construction performed in accordance with the drawings and specifications.

#### **D9. RESIDENT SERVICES**

- D9.1 Provide full time inspection services when the Contractor is on-site to ensure that the construction conforms to the design drawings and specifications.
- D9.2 Visit and inspect work at fabrication shops, staging areas, and manufacturing facilities, as required.
- D9.3 Keep a continuous record of project activities including but not limited to weekly reports, photographic record of construction work and equipment, working days, teleconferences, emails, inspections and observations sufficient to equip the City to provide valid evidence and relevant testimony in settlement of any claim involving the City by any court of law, or by any other party for damages arising from the project.
- D9.4 Perform a detailed inspection of the project with the Contractor and the City prior to commencement of substantial performance and prior to total performance. Provide written appropriate recommendation of acceptance of the constructed or partially constructed project.

#### **D10. AS-BUILT DRAWINGS**

- D10.1 Prepare and submit as-built drawings within one month of Total Performance
  - (a) Submit five (5) 11x17 paper copies of draft as-built drawings and one (1) electronic copy of PDF files for City review;
    - (i) Allow a minimum of three (3) weeks for the City to review the draft as-built drawings.
  - (b) Upon receipt of City review comments submit one (1) set of size A1 Mylar, and one (1) electronic copy of PDF and AutoCAD files of the final as-built drawings.
- D10.2 Further to D10.1, as-built drawings shall be prepared as defined in Section 1.2.3 of the APEGM document "Authentication of Hardcopy and Electronic Professional Documents"

#### **D11. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE**

- D11.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Consultant are the property of the City and shall not be appropriated for the Consultants own use, or for the use of any third party.
- D11.2 The Consultant shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Project Manager.
- D11.3 The following shall be confidential and shall not be disclosed by the Consultant to the media or any member of the public without the prior written authorization of the Project Manager;

- (a) information provided to the Consultant by the City or acquired by the Consultant during the course of the Work;
- (b) the Contract, all deliverables produced or developed; and
- (c) any statement of fact or opinion regarding any aspect of the Contract.

D11.4 A Consultant who violates any provision of D6 may be determined to be in breach of Contract.

## **D12. PHOTOGRAPHS**

D12.1 All photos submitted to the City as part of the Project shall include captions with the following information:

- (a) Date photo was taken;
- (b) Location photo was taken; and
- (c) A brief description of what is depicted by the photo.

## **SUBMISSIONS PRIOR TO START OF SERVICES**

### **D13. AUTHORITY TO CARRY ON BUSINESS**

D13.1 The Consultant shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Consultant does not carry on business in Manitoba, in the jurisdiction where the Consultant does carry on business, throughout the term of the Contract, and shall provide the Project Manager with evidence thereof upon request.

### **D14. INSURANCE**

D14.1 The Consultant shall procure and maintain, at its own expense and cost, insurance policies with limits no less than those shown below.

D14.2 As a minimum, the Consultant shall, without limiting its obligations or liabilities under any other contract with the City, procure and maintain, at its own expense and cost, the following insurance policies:

- (a) Comprehensive or Commercial General Liability Insurance including:
  - (i) an inclusive limit of not less than \$2,000,000 for each occurrence or accident with a minimum \$2,000,000 Products and Completed Operations aggregate and \$5,000,000 general aggregate;
  - (ii) all sums which the Consultant shall become legally obligated to pay for damages because of bodily injury (including death at any time resulting therefrom) sustained by any person or persons or because of damage to or destruction of property caused by an occurrence or accident arising out of or related to the Services or any operations carried on in connection with this Contract;
  - (iii) coverage for Products/Completed Operations, Blanket Contractual, Consultant's Protective, Personal Injury, Contingent Employer's Liability, Broad Form Property Damage, Employees as Additional Insureds, and Non-Owned Automobile Liability;
  - (iv) a Cross Liability clause and/or Severability of Interest Clause providing that the inclusion of more than one Insured shall not in any way affect the rights of any other Insured hereunder in respect to any claim, demand, suit or judgment made against any other Insured;
- (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Consultant directly or indirectly in the performance of the Service. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence.

- (c) Professional Errors and Omissions Liability Insurance including:
  - (i) an amount not less than \$5,000,000 per claim and \$5,000,000 in the aggregate.
- D14.2.1 The Consultant's Professional Errors and Omissions Liability Insurance shall remain in force for the duration of the Project and for twelve (12) months after total performance.
- D14.3 The policies required in D14.2(a) shall provide that the City is named as an Additional Insured thereunder and that said policies are primary without any right of contribution from any insurance otherwise maintained by the City.
- D14.4 The Consultant shall require each of its Subconsultants to provide comparable insurance to that set forth under D14.2(a).
- D14.5 The Consultant shall provide the Project Manager with a certificate(s) of insurance for itself and for all of its Subconsultants, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Services, but in no event later than the date specified in C4.1 for the return of the executed Contract. Such Certificates shall state the exact description of the Services and provide for written notice in accordance with D14.10.
- D14.6 The Consultant may take out such additional insurance as it may consider necessary and desirable. All such additional insurance shall be at no expense to the City.
- D14.7 All insurance, which the Consultant is required to obtain with respect to this Contract, shall be with insurance companies registered in and licensed to underwrite such insurance in the Province of Manitoba.
- D14.8 If the Consultant fails to do all or anything which is required of it with regard to insurance, the City may do all that is necessary to affect and maintain such insurance, and any monies expended by the City shall be repayable by and recovered from the Consultant.
- D14.9 The failure or refusal to pay losses by any insurance company providing insurance on behalf of the Consultant or any Subconsultants shall not be held to waive or release the Consultant or Subconsultants from any of the provisions of the insurance requirements or this Contract. Any insurance deductible maintained by the Consultant or any Subconsultants under any of the insurance policies is solely for their account and any such amount incurred by the City will be recovered from the Consultant as stated in D14.8.
- D14.10 The Consultant shall not cancel, materially alter, or cause any policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the City.

## **SCHEDULE OF SERVICES**

### **D15. COMMENCEMENT**

- D15.1 The Consultant shall not commence any Services until it is in receipt of a notice of award from the City authorizing the commencement of the Services.
- D15.2 The Consultant shall not commence any Services until:
  - (a) the Project Manager has confirmed receipt and approval of:
    - (i) evidence of authority to carry on business specified in D13;
    - (ii) evidence of the insurance specified in D14;
  - (b) the Consultant has attended a meeting with the Project Manager, or the Project Manager has waived the requirement for a meeting.

### **D16. CRITICAL STAGES**

- D16.1 The Consultant shall achieve critical stages of the Services for this Contract in accordance with the following requirements:

- (a) Submission of the draft bid opportunity package described in D7.5 shall be no later than November 1, 2015.
- (b) Posting of the bid opportunity to the City's Material's Management website shall occur no later than January 15, 2016.
- (c) Rehabilitation construction in the Northeast Cell shall occur between May 1 and October 31, 2016
- (d) Rehabilitation construction in the Northwest Cell shall occur between May 1 and October 31, 2017



## PART E - SECURITY CLEARANCE

### E1. SECURITY CLEARANCE

E1.1 Each individual proposed to perform work under the Contract within City facilities shall be required to provide a Criminal Record Search Certificate and a Public Safety Verification Check as detailed below:

E1.2 Public Safety Verification Checks may be obtained from BackCheck by visiting <http://www.backcheck.net/cityofwinnipeg>. The results of the Public Safety Verification Check must be received by the City directly through BackCheck.

- (a) Proponents must set up an account with BackCheck under their company name and grant BackCheck permission to share the results of the Public Safety Verification Check with the City of Winnipeg.
- (b) Proponents will then be contacted by BackCheck with instructions on how to complete the Public Safety Verification Check
- (c) If additional assistance is required to obtain the Public Safety Verification Check, the Bidder may contact the following BackCheck Representative:

Linda Ferens  
Email: [lferens@backcheck.net](mailto:lferens@backcheck.net)  
Phone: (204) 999-0912

E1.3 The Criminal Record Search Certificate may be obtained from any one of the following:

- (a) The police service having jurisdiction at the individual's place of residence;
- (b) BackCheck by visiting <http://www.backcheck.net/cityofwinnipeg>. The Criminal Record Search Certificate must be received by the City directly through BackCheck.
  - (i) Proponents must set up an account with BackCheck under their company name and grant BackCheck permission to share the Criminal Record Search Certificate with the City of Winnipeg.
  - (ii) Proponents will then be contacted by BackCheck with instructions on how to complete the Criminal Record Search Certificate.
  - (iii) If additional assistance is required to obtain the Criminal Record Search Certificate, the Bidder may contact the following BackCheck Representative:

Linda Ferens  
Email: [lferens@backcheck.net](mailto:lferens@backcheck.net)  
Phone: (204) 999-0912; or

- (c) The Core of Commissionaires: Forms to be completed can be found at <http://www.commissionaires.mb.ca>

E1.4 Prior to the commencement of any Work specified in 1.1 and during the term of the Contract if additional or replacement individuals are proposed to perform Work, the Consultant shall provide a Criminal Record Search Certificate and a Public Safety Verification Check obtained not earlier than one (1) year prior to the Submission Deadline for each individual proposed to perform such Work

E1.5 Any individual for whom a Criminal Record Search Certificate or a Public Safety Verification Check is not provided, or for whom a Criminal Record Search Certificate or a Public Safety Verification Check indicates any convictions or pending charges related to property offences or crimes against another person, will not be permitted to perform any work specified in 1.1.

E1.6 Any Criminal Record Search Certificate and Public Safety Verification Check obtained thereby will be deemed valid for one (1) year beyond the date which it was obtained. If the Consultant continues to perform work as specified in 1.1 beyond this date, they will be required to provide the Contract Administrator with an updated Criminal Record Search Certificate and Public Safety Verification Check

- E1.7 Notwithstanding the foregoing, at any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require an updated Criminal Record Search Certificate or Public Safety Verification Check. Any individual who fails to provide a satisfactory Criminal Record Search Certificate or Public Safety Verification Check as a result of a repeated criminal records search will not be permitted to continue to perform any Work specified in 1.1.
- E1.8 Each individual proposed to perform Work under the Contract shall be required to obtain a Criminal Record Search Certificate from the police service having jurisdiction at his place of residence. This can be obtained from one of the following;
- (a) police service having jurisdiction at his/her place of residence; or
  - (b) BackCheck, forms to be completed can be found on the website at: <http://www.backcheck.net/> ; or
  - (c) Commissionaires (Manitoba Division), forms to be completed can be found on the website at: <http://www.commissionaires.mb.ca/> .

## **APPENDIX A – DEFINITION OF PROFESSIONAL CONSULTANT SERVICES**

### **DEFINITION OF PROFESSIONAL CONSULTANT SERVICES (CONSULTING ENGINEERING SERVICES)**

#### **1 INTRODUCTION**

- 1.1 It is the intent of the City of Winnipeg, in defining Professional Consultant Services (Consulting Engineering Services), to clarify the role required of consulting Engineers; to more fully identify the services to be rendered by consulting Engineers to the City and to other parties on behalf of the City; and to provide a more clearly determined basis of obligation in respect thereof by consulting Engineers to the City and to third parties in the provision of such services
- 1.2 The services shall be performed in the City of Winnipeg, unless otherwise authorized by the City, under direct supervision of a professional Engineer. All drawings, reports, recommendations and other documents, originating therefrom involving the practice of professional engineering, shall bear the stamp or seal and signature of a qualified Engineer as required by the Engineering and Geoscientific Professions Act of the Province of Manitoba and By-laws of the Association of Professional Engineers and Geoscientists of the Province of Manitoba. Other reports and documents not involving the "practice of professional engineering", such as letters of information, minutes of meetings, construction progress reports, may be originated and signed by other responsible personnel engaged by the consulting Engineer and accepted by the City. Progress estimates, completion certificates and other reports related to the technical aspects of a project, must be endorsed by the Engineer in a manner acceptable to the City.

#### **2 ADVISORY SERVICES**

- 2.1 Advisory services are normally not associated with or followed by preliminary design and/or design services, and include, but are not limited to:
- (a) Expert Testimony;
  - (b) Appraisals;
  - (c) Valuations;
  - (d) Rate structure and tariff studies;
  - (e) Management services other than construction management;
  - (f) Feasibility studies;
  - (g) Planning studies;
  - (h) Surveying and mapping;
  - (i) Soil mechanics and foundation engineering;
  - (j) Inspection, testing, research, studies, or reports concerning the collection, analysis, evaluation; and
  - (k) Interpretation of data and information leading to conclusions and recommendations based upon specialized engineering experience and knowledge.

#### **3 PRELIMINARY DESIGN**

- 3.1 Preliminary design services are normally a prelude to the detailed design of a project and include, but are not limited to:
- (a) Preliminary engineering studies;
  - (b) Engineering investigation;
  - (c) Surface and subsurface site explorations, measurements, investigations, and surveys;
  - (d) Operations studies including drainage studies, traffic studies, etc.;
  - (e) Functional planning;
  - (f) Physical, economical (capital and operating) and environmental studies including evaluation, comparison, and recommendation regarding alternative preliminary designs;

- (g) Preparation and submission of a report and appropriate drawings to the City, fully documenting data gathered, explaining adequately the assessment made, stating with clarity the resulting conclusions, and containing all recommendations which are relevant to this stage of project implementation;
- (h) Special applications to public agencies for necessary authorizations, preparation and submission of reports and drawings thereto and appearance before same in support of the application.

#### **4 DETAILED DESIGN**

4.1 Detailed design services normally involve preparation of detailed designs, tender specifications and drawings, and analysis of bids and recommendations for contract award, and include, but are not limited to:

- (a) Addressing alternative methods of accommodating; relocating; avoiding, and/or avoiding injury to Utilities and railways; proposing alternative methods of solution, reviewing same with the appropriate Regulatory approval agencies and stakeholders;
- (b) Application to public agencies for necessary authorizations, preparation and submission of reports and drawings thereto, and appearance before same in support of the application;
- (c) Preparation and submission of detailed engineering calculations, drawings, and criteria employed in the design(s), securing review of and an acceptance by the City;
- (d) Preparation of detailed engineering drawings, specifications and tender documents consistent with the standards and guidelines of the City, securing review of acceptance by the City;
- (e) Preparation and provision to the City in written form, a fully detailed formal construction contract estimate;
- (f) Provision of appropriate response to bidders and advice to the City during the bid period and, subject to acceptance by the City, issuing addenda to the tender documents;
- (g) Submission of a review, analysis, comparison, tabulation, calculation, and evaluation of the bids received, to the City;
- (h) Preparation of a report including revised contract estimate, identifying and explaining variations from the earlier formal estimate, and containing recommendation regarding contract award identifying the reasons therefore.

#### **5 CONTRACT ADMINISTRATION SERVICES**

5.1 Contract administration services are associated with the construction of a project and include the office and field services required to ensure the conduct of the project in accordance with the intent of the City and in conformance with the particulars of the drawings and specifications; and include but are not limited to:

##### **NON-RESIDENT SERVICES**

- (a) Consultation with and advice to the City during the course of construction;
- (b) Review and acceptance of shop drawings supplied by the contractor or supplier to ensure that the drawings are in conformance with the drawings and specifications, without relieving the contractor of his contractual and other legal obligations in respect thereof;
- (c) Review and report to the City upon laboratory, shop and other tests conducted upon materials and/or equipment placed or installed by the contractor to ensure to the City conformance with the drawings and specifications, without relieving the contractor of his contractual and other legal obligations in respect thereof;
- (d) Acceptance of alternate materials and methods, subject to prior acceptance by the City, without relieving the contractor of his contractual and other legal obligations in respect thereof;
- (e) Provision to the City of a complete current report on the project status on a monthly basis;
- (f) Provision to the City a current update of revised contract-end cost estimate on a monthly basis, or more frequently if found necessary, with explanation and justification of any significant variation from the preceding contract-end cost estimate;

- (g) Definition and justification of and estimate of cost for additions to or deletions from the contract for authorization by the City;
- (h) Furnishing the City with a copy of all significant correspondence relating directly or indirectly to the project, originating from or distributed to, parties external to the consulting Engineer, immediately following receipt or dispatch of same by the consulting Engineer;
- (i) Provision of adequate and timely direction of field personnel by senior officers of the Consultant;
- (j) Establishment prior to construction and submission to the City of written and photographic records of, and assessment of the physical condition of adjacent buildings, facilities, and structures sufficient to equip the consulting Engineer to provide valid evidence and relevant testimony in settlement of any claim involving the City by any court of law, or by any other party for damages thereto arising from the project;
- (k) Arranging and attending pre-construction meetings and on-site or off-site review meetings, which meetings shall include representatives of the contractor and the City;
- (l) The preparation and submission of:
  - i. a detailed design notes package including items such as structural geotechnical, hydraulic and heating, air-conditioning and ventilation design calculations; mechanical and electrical design calculations related to process equipment and building services; process design calculations; and instrumentation and process control design calculations;
  - ii. approved related shop drawings and equipment process manuals all within one (1) month of completion of each separate installation contract required to complete the Works.

## RESIDENT SERVICES

- (a) Provision of qualified resident personnel acceptable to the City present at the project site to carry out the services as specified immediately below, without relieving the contractor of his contractual and other legal obligations in respect thereof:
  - i. inspection of all pipe prior to installation;
  - ii. inspection and acceptance of excavation for, and full time inspection at the time of bedding placement, pipe laying and backfilling in respect of installation of watermains, land drainage sewers, and wastewater sewers;
  - iii. inspection of installation of all connections to watermains, sewers, manholes, valves, hydrants or house services, and excavation and/or exposing of all underground services, structures, or facilities;
  - iv. "full time inspection" and/or testing of watermains and sewers;
  - v. inspection of all excavations to determine soil adequacy prior to installation of base and subbase courses for sidewalks, public back lanes, and street pavements. It is to be understood that "full time inspection" will require assignment of a qualified person to each specific location when the referenced work is being undertaken by the contractor.
- (b) Without relieving the contractor of his contractual and other legal obligations in respect thereof, conduct detailed inspection of construction sufficient to ensure that the construction carried out by the contractor is in conformance with the drawings and specifications;
- (c) Co-ordination and staging of all other works on the project site including traffic signal installations, hydro, telephone, and gas utility work, railway work forces and City or developer work;
- (d) In conjunction with the City, provision of notice to adjacent residents and businesses of those stages of construction of the project that will interrupt public services or access thereto, sufficiently in advance of same to permit preparation therefore;
- (e) Enforcement of contractor conformance with the City of Winnipeg Manual of Temporary Traffic Control in Work Areas on City Streets and with reasonable standards of safety for motorists and pedestrians, without relieving the contractor of his contractual and other legal obligations in respect thereof;

- (f) Provision of reference line and elevation to the contractor and checking upon the contractor's adherence thereto, without relieving the contractor of his contractual and other legal obligations in respect thereof;
- (g) Responsible, sensitive, and prompt reaction to the reasonable requests and complaints of citizens regarding the conduct of the project, acting in the interest of the City;
- (h) Arranging for and carrying out of testing of materials utilized by the contractor to ensure conformance with the drawings and specifications, without relieving the contractor of his contractual and other legal obligations in respect thereof;
- (i) Preparation, certification, and prompt submission of progress estimates to the City for payment to the contractor for construction performed in accordance with the drawings and specifications;
- (j) Arrange, attend and prepare and distribute records of and minutes for, regularly held on-site or offsite project review meetings including representatives of the contractor and the City;
- (k) Promptly reporting to the City upon any significant and unusual circumstances;
- (l) Promptly arranging for and taking part in a detailed final inspection of the project with the contractor and the City prior to commencement of the period of contractor maintenance guarantee specified in the contract for the project and providing to the City in written form an appropriate recommendation of acceptance of the constructed or partially constructed project;
- (m) Act as Payment Certifier and administer all contracts as required under the Builder's Liens Act of Manitoba;
- (n) Prepare a Certificate of Substantial Performance;
- (o) Preparation and submission to the City of "as-constructed" drawings for the project within 1 month of project completion;
- (p) Prepare a Certificate of Total Performance;
- (q) Provision of inspection services during the maintenance guarantee period of the contract;
- (r) Undertake a detailed inspection of the project with the contractor and the City prior to the end of the period of contractor maintenance guarantee specified in the contract for the project;
- (s) Keep a continuous record of working days and days lost due to inclement weather during the course of contract works;
- (t) Prepare a Certificate of Acceptance.

## 6 ADDITIONAL SERVICES

6.1 Additional services are in addition to those specified in other Types of Services and may or may not be associated with a construction project, but are not in place of or in substitution for those services elsewhere specified in the Definition of Standard Consulting Engineering Services in respect of other Types or Categories of Services.

- (a) Revision of completed, or substantially completed, drawings and/or specifications that were in conformance with the original intent of the City or had been accepted by the City;
- (b) Preparation of operating manuals and/or training of operating personnel;
- (c) Startup and/or operation of operating plants;
- (d) Procurement of materials and equipment for the City;
- (e) Preparation for and appearance in litigation on behalf of the City;
- (f) Preparation of environmental studies and reports and presentation thereof in public hearings.

**APPENDIX B – RELEVANT DOCUMENTS**

The following documents are available electronically by request to the project manager:

1	<b>Soil Mechanics Investigation: Proposed Reservoir &amp; Pumping Station</b>	
	Author: Baracos and Marantz	Soils investigation prior to the construction of the original open cell Wilkes Reservoirs
	Published: 1958	
	Library Call Number: TA 710.4 .C22 W5 1958	
2	<b>Wilkes Avenue Reservoirs No. 1 &amp; 2</b>	
	Author: GWWD	Specification for the construction of the original open cell Wilkes Reservoirs.
	Published: 1959	
	Library Call Number: TA 180 .S658 1959 NO.05	
3	<b>Alternatives Available to Re-Establish Adequate Water Storage at the Wilkes Avenue Reservoir</b>	
	Author: UMA	Report briefly describes problems encountered in the Wilkes Reservoir open cell and outlines a conceptual design for a new closed cell reservoir.
	Published: 1980	
	Library Call Number: TD 395 .H878 1980B	
4	<b>Wilkes Avenue Reservoir Design Notes</b>	
	Author: UMA	Wilkes Reservoir North Cell design calculations and pile driving records.
	Published: 1980	
	Library Call Number: TD 395 .U5 1980	
5	<b>Reconstruct the Wilkes Avenue Reservoir in The City of Winnipeg PD 80-23</b>	
	Author: UMA	Bid Opportunity/Specification for the construction of the enclosed Wilkes Reservoir North Cell
	Published: 1980	
	Library Call Number: TA 180 .S658 1980 NO.02	
6	<b>Correspondence Regarding Problems With the Roof at Wilkes Avenue Water Reservoir from 1981 02 18 to 1983 11 25</b>	
	Author: WWD	Meeting notes and correspondence between the City, UMA Engineering and W.W. Construction regarding problems with the reservoir roof
	Published: 1984	
	Library Call Number: TD 395 .C4832 1984	
7	<b>Wilkes Avenue Reservoir Reconstruction: Misc Photographs</b>	
	Author: WWD	Photos of beam to column connection spalls, roof waterproofing defects and sunken pilecap D14.
	Published: 1982	
	Library Call Number: TD 395 .W5 1982	
8	<b>Wilkes Avenue Reservoir: Record of Waterproofing Defects</b>	
	Author: UMA	Plan view drawings of roof slabs showing where waterproofing was defective.
	Published: 1986	
	Library Call Number: TD 395 .U5 1986	

9	<b>Photos Taken in Wilkes Covered Reservoir</b>	
	Author: WWD	Photos of roof spalling and beam to column connection repairs in Wilkes Reservoir North Cell.
	Published: 1986	
Library Call Number: TD 395 .K589 1986		
10	<b>Wilkes Avenue Reservoir Certification Report (Draft)</b>	
	Author: UMA	Draft report describing the design of the North Cell. Report also lists several Items of Concern with the reservoir and makes recommendations to address these concerns.
	Published: 1986	
Library Call Number: TD 395 .U5 1986A		
11	<b>Wilkes Reservoir Structural Inspection Report No. 1</b>	
	Author: Dillon	Results of a survey and visual inspection of Wilkes Reservoir North Cell
	Published: 1988	
Library Call Number: TD 395 .D5 1988B		
12	<b>Wilkes Reservoir Structural Investigation Report No. 2</b>	
	Author: Dillon	A structural and thermal analysis of the reservoir. The report is divided into four sections: Vertical Load Analysis, Lateral Load Analysis, Stability Analysis and Thermal Analysis.
	Published: 1988	
Library Call Number: TD 395 .D5 1988C		
13	<b>Wilkes Avenue Reservoir Inspection Report: Inspection Photographs</b>	
	Author: Dillon	Photographs taken during Dillon's inspection of the reservoir. Vol 1 contains photos of beam to column connections. Vol 2 continues photos of beam to column connections and also contains photos of roof defects, grout filled perimeter joints, beam pockets and others.
	Published: 1988	
Library Call Number: TD 395 .D5 1988A		
14	<b>Preliminary Report on Beam Bearing Detail at Wilkes Avenue Reservoir</b>	
	Author: WM Slater	A structural analysis of the deteriorated beam ends and neoprene bearing pads.
	Published: 1988	
Library Call Number: TD 395 .S423 1988		
15	<b>Analysis of Temperature Variations of the Concrete Roof Deck of the Wilkes Avenue Reservoir</b>	
	Author: GK Yuill	An analysis to determine the number of freeze/thaw cycles experienced by the uninsulated roof deck and the affect of adding insulation on reducing the number of cycles.
	Published: 1988	
Library Call Number: TD 395 .Y855 1988		
16	<b>Wilkes Reservoir Structural Assessment Report No. 3</b>	
	Author: Dillon	The report describes 12 areas of concern with the reservoir and presents a brief history of each issue. The report also summarazies Dillon's previous investigations.
	Published: 1989	
Library Call Number: TD 395 .D5 1989A		
17	<b>Wilkes Reservoir Predesign Report for Remedial Works Report No. 4</b>	
	Author: Dillon	Report presents recommendations from Dillon on rehabilitation of the reservoir cell.
	Published: 1989	
Library Call Number: TD 395 .D5 1989B		
18	<b>Wilkes Reservoir Certification Report Review</b>	
	Author: Dillon	Dillon's review of UMA's Report: "Wilkes Avenue Reservoir Certification Report (Draft)"
	Published: 1989	
Library Call Number: TD 395 .D5 1989C		



19	<b>Wilkes Reservoir Phase II Construction: Preliminary Design Report</b>	
	Author: UMA	Preliminary design report for remedial works at Wilkes Reservoir
	Published: 1990	
Library Call Number: TD 395 .U5 1990A		
20	<b>Wilkes Reservoir Phase II Construction: Functional Design Report</b>	
	Author: UMA	Functional design report for remedial works at Wilkes Reservoir
	Published: 1990	
Library Call Number: TD 395 .U5 1990B		
21	<b>Construction of the Structural Modifications to the Wilkes Reservoir, Phase II Construction, PD 91-19</b>	
	Author: UMA	Bid Opportunity/Construction Specification for remedial structural works at Wilkes Reservoir North Cell
	Published: 1991	
Library Call Number: TA 180 .S658 1991 NO.01		
22	<b>Contract for the City of Winnipeg, Wilkes Avenue Reservoir, Phase II Construction, Building Envelope, PD 91-249</b>	
	Author: UMA	Bid Opportunity/Construction Specification for remedial building envelope works at Wilkes Reservoir North Cell
	Published: 1991	
Library Call Number: TA 180 .S658 1991 NO.04		
23	<b>Wilkes Avenue Reservoir Phase II Construction Structural Works: Photo Record of Construction</b>	
	Author: UMA	Construction photos of the remedial structural works at Wilkes Reservoir North Cell. Taken from April - October 1991
	Published: 1991	
Library Call Number: TD 395 .U5 1991		
24	<b>Wilkes Avenue Reservoir Phase II Construction: Structural Works: Design Calculations</b>	
	Author: UMA	Construction photos of the remedial structural works at Wilkes Reservoir North Cell. Taken from April - October 1992
	Published: 1991	
Library Call Number: TD 395 .U5 1991A		
25	<b>Roof Loading Calculations for Equipment Movement</b>	
	Author: Wolfrom Muzyk	Loading calculations for the movement of equipment on the roof of Wilkes Avenue Reservoir during remedial building envelope works.
	Published: 1992	
Library Call Number: TD 395 .U5 1992		
26	<b>Wilkes Avenue Reservoir Phase II Construction Functional Design Report Supplemental Information</b>	
	Author: UMA	A series of communications from UMA documenting the work completed and changes in the constructed facility compared to the Functional Design Report
	Published: 1992	
Library Call Number: TD 395 .U5 1990B SUPPL		
27	<b>Wilkes Avenue Reservoir South Cell Rehabilitation Conceptual Design Report</b>	
	Author: KGS	Conceptual design report for the construction of the Wilkes Reservoir South Cell
	Published: 1994	
Library Call Number: TD 395 .K46 1994C		

28	<b>Wilkes Avenue Reservoir South Cell Rehabilitation Functional Design Report</b>	
	Author: KGS	Functional design report for the construction of the Wilkes Reservoir South Cell
	Published: 1995	
Library Call Number: TD 395 .K46 1995C		
29	<b>Wilkes Avenue Reservoir South Cell Rehabilitation: Report on Column Foundation Settlements</b>	
	Author: KGS	An investigation into column settlements in the Wilkes Reservoir South Cell. Report also presents some insight into the cause of the settlements experienced in the North Cell
	Published: 1997	
Library Call Number: TD 395 .K46 1997C		
30	<b>Wilkes Reservoir North Cell Condition Assessment Part I – Assessment Report</b>	
	Author: Dillon	Results and recommendations from the 2014 North Cell condition assessment
	Published: 2014	
Library Call Number:		
31	<b>Wilkes Reservoir North Cell Condition Assessment Part II – Inspection Data and Report</b>	
	Author: Dillon	Inspection protocols, data, photographs and test results from the 2014 North Cell condition assessment
	Published: 2014	
Library Call Number:		

## APPENDIX C – DRAWINGS FOR REFERENCE

The following drawings are included for reference:

<u>Drawing No.</u>	<u>Drawing Name/Title</u>
WIL-1A	Wilkes Avenue Reservoir Reconstruction – Site Plan
WIL-3	Wilkes Avenue Reservoir Reconstruction – General Arrangement
WIL-4	Wilkes Avenue Reservoir Reconstruction – General Sections
WIL-6	Wilkes Avenue Reservoir Reconstruction – Foundation Drainage
WIL-9	Wilkes Avenue Reservoir Reconstruction – Soil Logs
WIL-10	Wilkes Avenue Reservoir Reconstruction – Foundation Plan – Area ‘A’
WIL-14	Wilkes Avenue Reservoir Reconstruction – Pile Cap Details
WIL-16	Wilkes Avenue Reservoir Reconstruction – Reservoir Floor Plan
WIL-19	Wilkes Avenue Reservoir Reconstruction – Wall – Line N
WIL-20	Wilkes Avenue Reservoir Reconstruction – Wall – Lines 1, 19 & A
WIL-21	Wilkes Avenue Reservoir Reconstruction – Divider Wall – Line 9
WIL-23	Wilkes Avenue Reservoir Reconstruction – Roof Plan – Area ‘A’
WIL-24	Wilkes Avenue Reservoir Reconstruction – Roof Plan – Area ‘B’
WIL-27	Wilkes Avenue Reservoir Reconstruction – Roof Access Details
WIL-28	Wilkes Avenue Reservoir Reconstruction – Roof Sections and Details
WIL-29	Wilkes Avenue Reservoir Reconstruction – Roof Sections and Details
WIL-30	Wilkes Avenue Reservoir Reconstruction – Precast Column Details
WIL-31	Wilkes Avenue Reservoir Reconstruction – Precast Beam Details
WIL-45	Wilkes Avenue Reservoir Reconstruction – Valve Operation Schematic
WIL-62	Wilkes Reservoir Phase II Construction – Structural Works – General Plan
WIL 63	Wilkes Reservoir Phase II Construction – Structural Works – Grid A&N Wall Repair Details
WIL-64	Wilkes Reservoir Phase II Construction – Structural Works – Roof Panel Repair and Replacement Details
WIL-65	Wilkes Reservoir Phase II Construction – Structural Works – Miscellaneous Repair Details
WIL-68	Wilkes Reservoir Phase II Construction – Building Envelope – Roof Plan
B-627	Wilkes Ave Reservoir Phase II – Wall/Roof Detail – Lines 1 & 19
B-628	Wilkes Ave Reservoir Phase II – Wall/Roof Detail – Lines A & N
B-629	Wilkes Ave Reservoir Phase II – Typical Expansion Joint Detail
B-631	Wilkes Ave Reservoir Phase II – Details at Roof Access Openings
B-636	Wilkes Ave Reservoir Phase II – Supplementary Foundations at F-4 & L-8
B-638	Wilkes Ave Reservoir Phase II – Hollowcore Crack Repairs
B-639	Wilkes Ave Reservoir Phase II – Typical Hollowcore Spall Repair