

The Deep Bay Improvement District (“DBID”) invites Expressions of Interest (EOI) from interested parties to provide certified water operator services for the DBID water system.

The Deep Bay Improvement District is situated in the hamlet of Deep Bay/Bowser, located 30 minutes south of Courtenay on Vancouver Island. Deep Bay/Bowser is in the Regional District of Nanaimo and the Improvement District is managed by a part-time Administrator who reports to a group of seven volunteer elected trustees, who oversee the improvement district affairs.

DESCRIPTION OF WATERWORKS SYSTEM

The current system includes:

- 7 production wells, 4 of which are classified as "confined space" and 1 observation well
- One pressure reducing station, which is classified as "confined space"
- One reservoir
- Approximately 630 metered connections
- 53 hydrants
- Centralized SCADA control

The current system does not include:

- Chlorination or other potable water treatment
- Wastewater treatment

SCOPE OF WORK: Certified Water System Operator

Duties/General Information

1. The water system operator oversees the routine operation and maintenance of the DBID community water system and is also responsible for investigating and coordinating/executing emergency repairs.
2. The water system operator must possess a current valid Level II Water Distribution System Operator's certificate with the British Columbia Environmental Operators Certification Program (EOCP).
3. The water system operator must be knowledgeable about regulations and best practices for community water systems.
4. The water system operator must be familiar with all Island Health, Ministry of Environment, and WorkSafeBC standards and all regulatory requirements that

pertain to record keeping, reporting, inspections, coordination of laboratory testing and all other items needed to maintain and operate the system to current regulations and standards.

5. The water system operator performs maintenance and repair functions on the water system including pressure reducing stations, well pumps, reservoir, valves, piping, SCADA, water meters and hydrants, as well as the installation of new water connections.
6. Possession of a valid Confined Space Entry ticket is preferred as the reservoir, pressure reducing stations and 4 wells are classified as "Confined Spaces".
7. The water system operator works in conjunction with the DBID Administrator under the bylaws/policies set by the elected trustee board. The water system operator acts as a liaison in transactions with government agencies, contractors, developers, subdividers, engineering firms, and the general public for inspections, repairs and capital works projects.
8. The water system operator prepares the monthly water system report and attends the monthly public Board meeting to provide a system and activity update.

The Submission

The following information is to be included in the Expression of Interest response:

1. Submittal Form (attached at the end of this document).
2. Summarize total monthly remuneration expectations including disbursements, and expected term of contract.
3. Information that demonstrates the proponent's expertise in the operation, maintenance and management of community water systems.
4. A brief but definitive statement of the proponent's corporate philosophy and operational approach pertaining to maintaining community water systems.
5. A summary of the proponent's relevant recent experience, including three (3) references, and contacts for those references.
6. An outline of the proposed role for each staff member who will be involved in the work, and an indication of the experience of such staff members with similar work in a similar setting.
7. The proponent is to provide proof of a current valid Level II Water Distribution System Operator's certificate with the British Columbia Environmental Operators Certification Program (EOCP).
8. The proponents shall detail the commercial liability insurance and WorkSafe

coverage provided.

9. Any other supporting information you may wish to include with your submission.

Conditions of Expression of Interest Submission

1. The submissions are for information only. The Expression of Interest is non-binding.
2. The DBID reserves the right to negotiate with any party whether they have submitted an Expression of Interest or not.
3. The submitter can withdraw the submission at any time on giving notice to the Administrator.
4. The DBID may withdraw the Expression of Interest at any time.
5. The submitter should provide all information asked for by the Expression of Interest. If the submitter fails to do this, the DBID may decline to consider the submission.
6. Requests for further information. The submitter must provide such information at its own cost. If the submitter fails to respond in a reasonable time the DBID may decline to consider the submission further.
7. If the submitter fails to lodge the submission as described above by the closing date, the DBID may decline to consider the submission.
8. The DBID will not meet or contribute to any costs associated with a submission. The submitter must meet all costs.
9. The submitter and their representative must not, without written permission of the DBID, make public any statement in relation to any Expression of Interest document; and,
10. The DBID will not enter into any correspondence or discussion with any submitter relating to decision made by the DBID on the outcome of the Expression of Interest.

Review Process

After the submission deadline, DBID, at its sole discretion, will consider the submissions and will (by invite only) invite one or more parties for further detailed discussions.

DBID shall have the final authority on all matters regarding submissions to this Expression of Interest.

Enquiries and Closing Date:

Enquiries regarding the Expression of Interest should be direct to:

Administrator
Deep Bay Improvement District
5031 Mountainview Road
Bowser, BC V0R1G0 250.757.9312
E-Mail: administrator@dbid.ca

Expressions of Interest will be received up to 4:00 PM local time, Friday, August 30th, 2024. Submissions must be emailed to the email address above.

Submittal Form

(This page to be completed and returned with your submission)

PRINT LEGAL NAME OF FIRM

MAILING ADDRESS

CITY

POSTAL CODE

NAME OF CONTACT PERSON (PLEASE PRINT)

PHONE NUMBER

E-MAIL ADDRESS

SIGNATURE OF AUTHORIZED OFFICIAL

PLEASE PRINT NAME

DATE