



PURCHASING SECTION  
13450 – 104 Avenue, Surrey, B.C. V3T 1V8  
Tel: 604-590-7274  
E-mail: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

**ADDENDUM No. 1**

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**REQUEST FOR QUOTATIONS No.:** 1220-040-2018-088

**TITLE:** Catch Basin Cleaning Program

**ADDENDUM ISSUE DATE:** November 5, 2018

**CLOSING DATE:** PREFER TO RECEIVE SUBMISSION ON OR BEFORE NOVEMBER 13, 2018.

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**INFORMATION FOR CONTRACTORS**

This Addendum is issued to provide additional information and clarifications to the RFQ for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponent not being familiar with this addendum. This Addendum No. 1 contains 5 pages.

**QUESTIONS AND ANSWERS:**

**Q1. Where is the dump site?**

**A1. As outlined in the RFQ Appendix 1 Item 12**

**Q2. Are there time restrictions for service?**

**A2. Time restriction on roadways is included in the RFQ Appendix 1 item 14**

**Q3. Are we able to work on weekends?**

**A3. Contractors can work whatever hours are deemed necessary in order to meet the schedule deadline of the term, which is one year from the award. No additional payment will be made for overtime or weekend work. This cost shall be included in the price per catch basin. The contractor should work within the applicable City bylaw hours and Provincial Regulations. Sundays are discouraged due to City Bylaw restrictions.**

**Q4. Is traffic control required for any/all jobs?**

**A4. The contractor should have assume the responsibility of appropriately protecting the works or travelling public if an obstruction is apparent the contractor is required to provide appropriate protection for workers and traveling public, please refer to Item 14.**

Also refer to the attached bulletin 5210-30.

Further information for permits can be found at:  
<https://www.surrey.ca/city-services/4618.aspx>

- Q5. If damage were to occur during a job being completed, what is the Cities policy for reporting these incidents? Should our workers take pictures and supply them to the city?
- A5. Report with photos shall be sent via email to the Contract Administrator shortly after the damage occurs.
- Q6. Do we need to carry the manhole covers with us if they need to be replaced?
- A6. In most cases the CB covers are typically at the edge of road or curb. In rare cases there may be an open slotted round lid. If the contractor encounters one in need of replacement they can be retrieved from the Central Operations location (6645 148 St). This should be documented with picture showing the damage and also location. WO should be provided to the yard personnel.
- Q7. We would like to confirm there is no flushing required for this service.
- A7. No flushing of mains is required. However if debris is collected at the bottom of the Catch basin the contractor may use the means of flushing in order to dislodge any encrusted material. If there is debris above the outlet, the lead shall be flushed.
- Q8. What is the cities desired process if we ended up with contaminated materials?
- A8. The contractor should follow the Environmental Management Act and Hazardous Waste Regulation. The contractor should contact the Contract Administrator if they run into any hazardous waste.

<https://www2.gov.bc.ca/gov/content/environment/waste-management/hazardous-waste/legislation-regulations>

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All Addenda will become part of the Contract Documents.

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- END OF ADDENDUM -

## Engineering Department – Transportation Division

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Issue Date: **June 7, 2018**

Reference No. **5210-30 (Bulletin)** Pg. 1 of 3

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**AUTHORITY: GENERAL MANAGER, ENGINEERING**

**ATTENTION: ALL BUSINESSES, OPERATORS, AGENCIES, CONTRACTORS AND TRAFFIC CONTROL PROVIDERS OPERATING IN THE CITY ROAD ALLOWANCE**

**SUBJECT: COMPLIANCE WITH CITY BY-LAW REGARDING TRAFFIC OBSTRUCTION ACTIVITIES INCLUDING REQUIRED DOCUMENTATION AND PERMITTED WORKTIMES**

### BACKGROUND

With the large amount of new development and infrastructure being built in Surrey, construction and servicing activity is high, and the demand for the use of the public highway has increased significantly in recent years. With increasing traffic volumes, the effects of temporary obstructions have become more impactful, affecting many citizens, transit operators, businesses and the emergency services.

The City has a responsibility to maintain the safe and efficient movement of all modes of traffic and within this context, the City is obligated to ensure that these traffic obstructions are properly controlled, coordinated and are undertaken safely.

**This bulletin provides important information on the responsibilities and requirements of anyone operating within City road allowance.**

**DOCUMENTATION:**

Anyone involved in any sort of traffic obstruction activity including the permit holder's staff, traffic control providers and subcontractors must have copies of the following documents (paper or digital) while the obstruction activity is underway and must be cognizant of the terms, conditions and requirements contained within.

- Issued Traffic Obstruction Permit
- Authorization to Proceed (Road Booking) when applicable
- Applicable Traffic Management Plans

**CITY OF SURREY HIGHWAY & TRAFFIC BY-LAW, 1997, No. 13007(AS AMENDED) – SECTION 86 .1**

It is the responsibility of anyone involved in any sort of traffic obstruction activity to be cognizant with the provisions and requirements of the applicable sections of the City of Surrey Highway and Traffic By-law. For the purposes of this Bulletin attention is drawn to:

**Permitted Working Hours**

The hours stated in the Traffic Obstruction Permit(s) must be adhered to. The permitted times are specified based on a review of traffic volumes and the nature of the obstruction activity being performed. No obstructions, including setup and takedown of traffic control devices, should occur before or after the permitted times specified in the permit(s).

**Revocation of Permits, Fines and Penalties**

Any person engaged in obstructing traffic in the absence of the required documentation or in a manner different to the provisions contained within the permit, will be considered to be operating contrary to the By-law and will be liable to the prescribed fines and/or revocation or suspension of their permit. All stakeholders engaged in the traffic obstruction activity, including the permit holder, their designated traffic manager, traffic control companies and all subcontractors, have a responsibility to:

- Confirm that the necessary documentation has been acquired;
- That all staff are familiar with the provisions contained within the traffic obstruction permit; and
- Confirm that their on-site staff understand that they will be liable to a fine/penalty should a permit not be in place or they are operating in a manner different to the provisions contained within the permit.

### **Repeated and Severe Violations**

The following categories may result in immediate suspension of activities, revocation of permits or individual companies being prohibited from working within the City.

- a. Repeated incidents of traffic obstructions without the necessary documentation;
- b. Repeated incidents of traffic obstructions in non-compliance of the terms, conditions and requirements of the permit including work hours;
- c. Activities and practices deemed unsafe to the road users including pedestrians and cyclists; or
- d. Repeated violations of approved traffic management plans.

Future Bulletins on traffic obstruction activities will be issued as and when required.



Philip Bellefontaine B.A (Hons), MSc.  
Traffic Engineering Manager  
City of Surrey Engineering Department

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