



*Infrastructure Services*

**Request for Proposals  
No. 2025-IS-11**

**Spiragester Decommission and Cleaning**

For further information  
please contact:

Len Thew

Manager of Operations

Phone: 250-245-6447

Email: [lthew@ladysmith.ca](mailto:lthew@ladysmith.ca)

RFP Issue Date: September 22, 2025

RFP Closing Date: October 17, 2025 1:30 pm,

RFP Opening: October 17, 2025 1:45 pm,

Location of Bid Opening: Ladysmith City Hall



## **1. Introduction**

The Town of Ladysmith Waste Water Treatment Plant (WWTP) includes an aging concrete overflow holding tank originally constructed in 1965 as a “spiragester,” a structure used for combined sedimentation and digestion in earlier wastewater treatment systems. Over the decades, the tank’s role has evolved, and it now functions solely as an overflow holding facility. Several obsolete components remain in place from its previous use, most notably an internal steel baffle cone and an HDPE skirt, neither of which serve any current operational purpose.

A 2023 condition assessment conducted by Associated Engineering identified the cone and skirt as being in very poor to fair condition, with signs of deformation, corrosion, and detachment. Their continued presence poses safety risks and complicates access to the tank interior for inspection or maintenance. Additionally, the cone protrudes through the central grated walkway, interrupting access and functionality.

This project aims to remove the redundant skirt, overflow weir and cone, clean the tank interior of residual debris and deterioration, and reinstate the walkway to restore safe and full access to the tank. These upgrades will support future maintenance activities, enhance safety, and improve operational efficiency at the facility.

## **2. Project Scope of Work**

### **General Requirements**

- Conduct a pre-construction review of site conditions, including access constraints and safety requirements.
- Develop and submit a demolition and work plan that addresses structural safety, confined space entry, and environmental controls.
- Coordinate with the Town to schedule work around operational needs and site access limitations.

### **Skirt, Cone, and Overflow Weir Removal**

- Remove the HDPE skirt and all associated mounting hardware from the overflow holding tank.
- Remove the overflow weir structure and any associated supports no longer required.
- Dismantle and safely remove the internal steel baffle cone, currently supported on concrete corbels within the tank.
  - Equipment access may be via crane or excavator, with the contractor responsible for verifying soil bearing capacity and any site protection required.

- Care must be taken not to damage the tank walls or structural supports during removal.
- Dispose of all removed materials in accordance with applicable regulations.

### **Tank Cleaning**

- Following removal, clean the tank interior to remove accumulated debris, loose material, and demolition residue.
- Cleaning should include power washing, vacuuming, and removal of obstructions.
  - Note: Due to limitations of pumps, cleaning may require removal of significant water and debris
- Implement confined space entry protocols and ensure all work complies with WorkSafeBC requirements.

### **Walkway Reinstatement**

- Reinstall the grated walkway at the top of the tank where the cone previously protruded through the structure.
- Install new steel or aluminum grating or plating to match existing load capacity and safety standards.
- Secure grating using appropriate fasteners, with all new steel treated for corrosion protection.
- Ensure continuous and safe access across the full walkway span.

### **Overflow Weir/Structure Refabrication and Installation**

- Design and fabricate a new overflow weir or equivalent overflow structure suitable for the tank's current configuration and overflow capacity.
  - The design shall ensure controlled overflow, durability in a corrosive environment, and compatibility with existing hydraulic elevations.
  - Materials shall be stainless steel or other corrosion-resistant material suitable for wastewater service.
- Ensure all connections are properly sealed and secured, with allowance for inspection and future maintenance access.

### **Deliverables**

- Demolition and disposal records.
- Photos of the tank interior post-cleaning.
- Completion report confirming all scope items.

### 3. Response Content

All respondents should include the following information in their proposal:

- A clear breakdown of cost for Labour and Material;
- A list of all items included or excluded from the proposal; and
- A work schedule

As part of the submission review process, proponents may be required to present their proposal and approach to the Town staff. Proposals will be reviewed and evaluated by a committee comprised of Town staff. During the evaluation process any or all of the proponents may be asked for clarification by telephone or email.

### 4. Enquiries

All enquiries related to this “Request for Proposal” are to be directed to:

Contact person: Len Thew, Manager of Operations  
Email: [lthew@ladysmith.ca](mailto:lthew@ladysmith.ca)  
Phone: 250-245-6447

### 5. RFP Addenda

It is the responsibility of the proponents to check periodically for any addenda that may be issued by the Town of Ladysmith. Addenda will be posted on the Town of Ladysmith website ([www.ladysmith.ca/city-hall/bid-opportunities](http://www.ladysmith.ca/city-hall/bid-opportunities)) and on BC Bid.

### 6. Proposal Submission

Proponents are requested to submit their proposals **no later than 1:30 pm on October 17, 2025** to the attention of:

Sue Bouma, Manager of Corporate Services  
Town of Ladysmith  
410 Esplanade - PO Box 220  
Ladysmith, BC V9G 1A2

Proposals must be submitted in person, postal mail or courier; electronic or facsimile submissions will **not** be accepted. The Town is not responsible for the timely receipt or adequacy of any submissions, and late receipt will be cause for rejection of a Proposal.

All submissions must be clearly marked “Request for Proposals No. 2025-IS-11”.

The successful bidder will be required to obtain and provide proof of the following:

- A current business licence for operating in the Town of Ladysmith;
- A Clearance Letter from WorkSafe BC that confirms they are registered and in good financial standing with WorkSafeBC;
- Minimum \$2 million liability insurance with the Town of Ladysmith named as additional insured;
- Federal, provincial and municipal permits when and where applicable; and
- Completed Ladysmith Prime Contractor document.

Submissions in response to this RFP will be opened privately at the Town of Ladysmith City Hall on **October 17, 2025 at 1:45 pm.**

## **7. Proposal Evaluation**

The Town will evaluate proposals based upon but not limited to, the following:

- Quality of the proposal;
- Fee quote;
- Principles of best value (see below);
- Demonstrated proven experience;
- Accessibility and responsiveness; and
- Reference checks

The Town reserves the right to accept or reject any or all proposals either whole or in part at any time, or waive formalities in, or accept a proposal either whole or in part which is deemed most favourable in the interest of the Town. The Town will be under no obligation to proceed further with any submitted proposal and, should it decide to abandon same, it may, at any time, invite further proposals for the supply of the described services or enter into any discussions or negotiations with any party for the provision of the services. No alterations, amendments or additional information will be accepted after the closing date and time unless invited by the Town.

The lowest or any submission in response to this RFP will not necessarily be accepted. The bids will be considered on their merits and it is not the intention of the Municipality to buy on price alone.

The Town of Ladysmith Purchasing Policy entails the following Principles of “Best Value”:

- Procure the goods and services requirements of all departments in an efficient, timely and cost effective manner while maintaining the necessary controls;
- Engage in an open bidding process wherever practical;
- Ensure maximum value is obtained during the acquisition of goods and services. Where applicable, the total cost of the goods and services purchased should be taken into account. Total cost may include but not be limited to acquisition cost, disposal

cost, residual value, training cost, maintenance cost, product performance and environmental impact;

- Take into account wherever practical the commitment to protection of the environment, and energy conservation;
- Ensure the acquisition of goods and services meets the requirements of applicable legislation and trade agreements, including the New West Partnership Trade Agreement, and the Agreement on Internal Trade;
- Ensure that maximum value is realized when disposing of surplus goods, materials and equipment; and
- Up to five (5) percent of the evaluation score will be allocated based on the proposal's contribution to the following community benefits:
  - *Economy*
    - Demonstrate job creation within the local area, which is defined as the Cowichan Valley Regional District and the Regional District of Nanaimo.
    - Contribute to a stronger local economy (buy local)
    - Increase training and apprenticeship opportunities
    - Provide work experience and employment opportunities for youth aged 15 to 24
    - Ensure that a Living Wage for the local area is paid
  - *Public Spaces*
    - Enhance community recreation, arts and/or culture infrastructure
    - Improve and enhance public spaces
    - Improve access to public spaces for people living with disabilities
  - *Environment*
    - Demonstrate that work undertaken exceeds requirements for environmental standards

## 8. Ownership of Proposals

All Proposals and subsequent information materials shall become the property of the Town of Ladysmith after the closing date and time and will not be returned.

The Proposals will be held in confidence by the Town subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. This Request for Proposals and all associated documentation is the property of the Town of Ladysmith and shall not be copied or distributed without the prior written approval of the Town.





