



REQUEST FOR PROPOSALS

RFP PROGRAM TITLE:

**RFP-2017-01
SEINE ROAD WATERMAIN UPGRADE
ENGINEERING SERVICES**



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DEFINITIONS

The following provides a definition of some of the terms used in the Request for Proposals document.

“CONTRACTOR or CONSULTANT”

The Proponent who’s Proposal has been accepted by the City of Duncan and is awarded a contract by the City of Duncan to carry out the Work.

“CoD”

City of Duncan.

"MNC"

Municipality of North Cowichan

“PROPONENT”

The responder to this RFP.

“RFP”

This Request for Proposals.

“PROPOSAL”

The document submitted by Proponents to carry out the Work submitted by a Proponent in response to this RFP.

“WORK”

Means and includes anything and everything required to be done for fulfillment and completion of the project in accordance with this RFP and Proposal.



1 INTRODUCTION

1.1 INVITATION

The City of Duncan (CoD) is seeking the services of a municipal engineering consultant to provide professional services for the above project and is requesting proposals. The project includes approximately 740m of watermain design and construction implementation.

1.2 BACKGROUND AND PURPOSE

The City of Duncan's most recent water system analysis identified the Seine Rd water main as being deficient for fire flow capacity. The analysis determined that the current water main would need to be upgraded from 100mm to 200mm in order to meet current requirements and future demand from development.

The Municipality of North Cowichan (MNC) owns and maintains the road, sanitary sewer, and storm sewer in that area, and they wish to perform an asphalt overlay in the summer of 2017. Therefore, time will be of the essence with this job to ensure completion before asphalt paving begins.

2 INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION OF PROPOSALS

The Proposals are to be sealed in envelopes and should be clearly marked with the name and address of the Proponent and the RFP program title. The sealed envelope should be addressed to:

Chris Desautels
Engineering Technologist
City of Duncan
200 Craig Street
Duncan, BC V9L 1W3

Office No. (250) 746-5321
Fax No. (250) 746-5898
Email: chris@duncan.ca

Proposals must be received on or before the Closing Time of:

TIME: 2:30:00 PM local time
DATE: Thursday February 23rd, 2017

Proposals (3 hard copies) will be accepted until the Closing Time specified. It is the Proponent's sole responsibility to ensure its Proposal is received at the address set out above by the Closing Time. Proposals received after the Closing Time will not be accepted or considered.

More than one proposal from an individual, firm, partnership or association under the same or different names will not be considered.

2.2 INQUIRIES

Proponents must carefully examine the RFP documents and should fully inform themselves as to the intent, existing conditions and limitations that may affect their Proposal submission. No consideration will be given after submission of a Proposal to any claim that there was any misunderstanding with respect to the conditions imposed.

Proponents finding discrepancies or omissions in the RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the above listed project contact. If there are any changes, additions, or deletions to the Proposal scope, conditions, or closing date, Proponents will be advised by means of an Addendum issued by the CoD. All Addenda will become part of the Proposal documents, and Proponents must acknowledge receipt of Addenda in the Proposal submission.

Verbal discussions between CoD Councillors or staff and a Proponent will not become a part of the RFP or modify the RFP or the Proposal unless confirmed by the CoD in writing.

2.3 PROPONENT'S REPRESENTATIVE

Each proponent is requested to designate, within 5 days of receiving this RFP, one individual to whom any additional information deemed relevant to this RFP may be communicated. This information is to be emailed or faxed to the CoD's contact noted above.

3 GENERAL TERMS OF PROPOSAL PROCESS

3.1 PROPOSAL PREPARATION COSTS

All expenses incurred by the Proponent in the preparation and submission of a Proposal are to be borne by the Proponent, with the express understanding that no claims for reimbursements against the CoD will be accepted. The CoD will not be responsible for any costs involved in or associated with any meetings, site visits, discussion or negotiation following submission that could lead to acceptance of the Proposal and award of a contract.

3.2 PROPOSAL EVALUATION

The CoD recognizes that "Best Value" is the essential element of purchasing a product and/or service and therefore the CoD may prefer a Proposal with a higher price, if it offers greater value and better serves the CoD's interests, as determined by the CoD, over a Proposal with a lower price. Section 6 contains the information regarding how Proposals will be evaluated. The evaluation team will not be limited to the criteria listed in Section 6, and the evaluation team may consider other criteria that the team identifies as relevant during the evaluation process. However, any criteria considered will be applied evenly and fairly to all Proposals.

The CoD, at its sole discretion, reserves the right to:

- Reject any or all Proposals whether complete or not;
- Reject any Proposal it considers not in its best interests;

- Waive any irregularity or insufficiency in the Proposal submitted;
- Not be liable for misunderstandings or errors in the RFP;
- Issue addenda to the Request for Proposals;
- Contact references provided by the Proponents;
- Retain independent persons or contractors for assistance in evaluating Proposals;
- Request points of clarification to assist the CoD in evaluating Proposals;
- Negotiate changes with the Proponent; and
- Withdraw the RFP.

3.3 PRESENTATION OF PROPOSAL

The CoD reserves the right to request one or more of the Proponents whose submissions are of particular interest to the CoD, to make oral presentations to the CoD.

3.4 PROPOSAL CONFIDENTIALITY AND PROPRIETARY INFORMATION

All submissions become the property of the CoD and will not be returned to the Proponent. The CoD will consider all Proposals submitted as confidential but reserves the right to make copies of all Proposals received for its internal review and for review by its financial, accounting, legal, and technical consultants.

Proponents should be aware that the CoD is a “public body” as defined in and subject to the provisions of the Freedom of Information and Protection of Privacy Act. If the Proponent believes any of the information requested in this RFP and provided by them is confidential, then they should identify it as such and provide a rationale as to why it should not be released under “Freedom of Information” legislation.

The rationale for keeping information confidential under this legislation includes:

- Trade secrets of the Proponent;
- Financial, commercial, scientific or technical information, the disclosure of which could reasonably be expected to result in material financial loss or gain or could reasonably be expected to prejudice the competitive position of the Proponent; or
- Information the disclosure of which could be reasonably expected to interfere with contractual or other negotiations of the Proponent.

3.5 CONFLICT OF INTEREST

A Proponent shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the CoD, its elected or appointed officials or employees, and any property ownership direct or indirect in the jurisdiction. The CoD may rely on such disclosure.

3.6 NO COLLUSION

Except as otherwise specified or as arising by reason of the provision of the contract documents, no person whether natural, or body corporate, other than the Proponent has or will have any interest or share in this Proposal or in the proposed contract which may be completed in respect thereof. There is no collusion or arrangement between the Proponent and any other actual or prospective Proponents in connection with Proposals submitted for this project and the Proponent has no knowledge of the



contents of other Proposals and has made no comparison of figures or agreement or arrangement, express or implied, with any other party in connection with the making of the Proposal.

3.7 LITIGATION

Proponents who, either directly or indirectly through another corporation or entity, have been or are in litigation, or who have served notice with intent to proceed with court action against the CoD in connection with any contract for works or services, may be considered ineligible Proponents. Receipt of Proposals from such Proponents may result in disqualification from the evaluation process.

3.8 NO CONTRACT

This RFP is not a tender and does not commit the CoD in any way to select a preferred Proponent. By submitting a Proposal and participating in the process as outlined in this RFP, Proponents expressly agree that no contractual, tort or other legal obligation of any kind is formed under or imposed on the CoD by this RFP or submissions prior to the completed execution of a formal written Contract.

3.9 ACCEPTANCE OF PROPOSAL

The acceptance of a Proposal will be made in writing from the CoD and will be addressed to the successful Proponent at the address given in the submitted Proposal. Following acceptance and approval to proceed with the Work, the Proponent is expected to enter into a contract with the CoD to perform the works or services set out and agreed upon in the Proposal.

The contract between the successful Proponent and the CoD will be in a format consistent with industry practice and acceptable to the City of Duncan. The contract will include the entire Request for Proposal, the Proponent's total Proposal submission and any mutually agreed upon modifications, changes or negotiated adjustments.

4 PROPOSAL CONTENT

The following outlines information to be included in the Proposal. Proponents are encouraged to provide additional information as deemed appropriate:

4.1 GENERAL

Full name, address and telephone number of the submitting office of the Proponent and where applicable, the name, address and telephone number of any branch office, affiliate or subconsultant(s)/subcontractor(s) that will be involved in the project.

4.2 PERSONNEL

Project Manager

The Proposal shall identify the proposed project manager who will be the single point of contact, responsible for direct interaction with the CoD. State his/ her position and professional discipline. Describe the work to be performed by the project manager, his/ her qualifications and substantive experience directly related to the proposed Work.

Proposed Project Team

The Proposal shall list key individuals including the project manager who will have major responsibilities for the performance of the Work. Describe the work to be performed by each listed individual and their qualifications in terms of education and substantive experience directly related to the proposed project.

The Proposal should include the following endorsement:

Identified Key Project Team members may only be replaced with written approval of the City of Duncan.

4.3 CORPORATE EXPERIENCE

The proposals are to include a list of experience on similar projects and descriptions as to how the proponent would handle administration, supply and installation and overall project management.

4.4 METHODOLOGY

The Proposal should contain an outline of strategies and skills that will be used to manage the project's expectations, resources, budget, and quality control. Discuss how each task will be carried out and what services or interaction is required from/with the CoD. Suggest alternatives, if appropriate. Identify any specialized equipment, unique approaches, or concepts or cost saving measures, which your company may use, relevant to the required services.

4.5 REFERENCES

Provide no less than two (2) references that are relevant to the proposed Work. The references should be from a third party who can provide information about the performance of the Proponent in delivering services related to the experience cited.

4.6 SUBCONTRACTORS/SUBCONSULTANTS

Provide the name of all sub-contractors and/or sub-consultants (companies and individuals) proposed to be used in the performance of the Work, with a description of the work they would be performing.

The sub-contractors and sub-consultants listed in the Proposal may not be changed without the written consent of the CoD. If the CoD so requires, the Proponent must be prepared to demonstrate/confirm to the CoD the competence of proposed sub-contractors and sub-consultants prior to acceptance of the Proposal.

4.7 PROPOSAL CONTENT & INNOVATION

The Proponent must provide all of the information as requested in the RFP documentation in the Proposal submission. The Proponent is also encouraged to include innovative, alternative or unique solutions to the Proposal subject that may, along with other things, indicate cost saving initiatives, improved environmental impacts, better public relations and/or project acceptance, reduced risk, improved management or administrative efficiencies, etc.

Where alternatives are proposed, the submitted Proposal should include all of the information required in accordance with the RFP and the suggested alternative(s), including costs for comparative purposes.

4.8 WORKERS COMPENSATION ACT

The Proponent, and any proposed sub-contractors and sub-consultants, must provide a WorkSafe BC (Workers Compensation Board) Registration Number in the Proposal and, at the time of signing a contract agreement, must provide proof of good standing with WorkSafe BC, including confirmation of payment of all related fees/claims.

4.9 PROJECT SCHEDULE

It is the CoD's intent to have all Work completed by July 31st, 2017. Specific related details would be negotiated upon award and signing of the project contract. The completion date is contingent upon receipt of the start work order and receipt of the customer account data as detailed in these specifications.

MNC intends to perform an asphalt overlay for Seine Road in the late summer of 2017 and CoD must have all of its related infrastructure upgrades complete before that occurs. Therefore, it is imperative that the project stay on schedule and the completion date above is achieved.

A work schedule must be provided with consideration to seasonal weather and equipment availability.

The proposal must include a written commitment from the Proponent that this schedule will be maintained.

4.10 PRICES

The proposal must include a schedule of fees and disbursements. This should be separated into the following sections:

- Topographic survey
- Detailed design and submissions
- Construction documentation and tendering
- Construction inspection and Project Management
- As-built documentation and project wrap up

Each section should be itemized by task. Each section should have its own separate subtotal.

In addition a schedule of hourly rates should be included to be used in the event of unforeseen extra work. It is suggested that this schedule should include, but not be limited to, the following:

- Hourly rates of all office staff such as Engineer, EIT, Technologist, Draftsman, Receptionist, etc.
- Hourly rates of all field staff such as Surveyor, Rodman, Chainman, Field Inspector, etc.
- Hourly or unit rates of all equipment such as Survey Equipment, Vehicles, Testing Equipment, etc.

All prices shall be in Canadian Funds and is to include PST taxes (if applicable). However GST and PST must be shown separately.

4.11 OTHER ITEMS

Proponents must ensure they provide confirmation that all materials and services conform with the requirements of the RFP, including the Specifications, and that all requested data is included in the Proposal.

Additionally, proponents should submit and approximate expected construction cost with their proposal. This value will be used for a construction budget comparison only and will not be used in the evaluation process described in Section 6. This value may be lump sum or detailed, whichever the proponent prefers.

5 NATURE AND SCOPE OF WORK

5.1 TOPOGRAPHICAL SURVEY

The successful candidate must undertake a comprehensive and detailed topographical survey of Seine Road such that it meets the Survey Terms of Reference in Appendix A.

Deliverables from this task will be shared with the Municipality of North Cowichan.

5.2 DETAILED DESIGN

The successful proponent will be required to create plan and profile drawings at 1:500 scale showing existing utilities, proposed watermain upgrades, and extent of asphalt removal, etc. to facilitate the successful watermain upgrade from Lakes Road to an upgraded location on Seine Road including a portion of Arnhem Road and all of Seine Place as per the project limits map in Appendix B.

Additionally, it is expected that the successful proponent will ensure that all properties currently serviced within the project limits are provided a new water service connection and that hydrant spacing is assessed to ensure adequate coverage.

It is expected that there will be a minimum of 75%, 90%, and 100% design sets issued to CoD for review. Design sets are to be Adobe Acrobat (.pdf) for all 3 and also AutoCAD (.dwg) and physical copies for the 100%.

5.3 CONSTRUCTION DOCUMENTATION AND TENDERING

The successful proponent will be required to liaise and apply for the appropriate permits from the following agencies:

- Island Health
- North Cowichan
- All other appropriate bodies.

The successful proponent will also be responsible for creating construction tender documents, advertising and managing the tender process, producing all documents required during the tender, serving as point of contact for the tender, and issuing any addendums required during the tender.

Additionally, the successful proponent will be required to review all tender submissions and recommend award to the CoD. Once a bid is accepted, the successful proponent will be required to issue award and ensure all other documentation required as per the Tender process is in place.

5.4 CONSTRUCTION INSPECTION AND PROJECT MANAGEMENT

The successful proponent will be required to co-ordinate and attend all meetings and keep appropriate records and/or minutes of such.

The successful proponent will be required to perform all construction layout and as-built surveys as the construction is being performed. It is the sole responsibility of the proponent to verify that all construction meets the design requirements, issue all necessary change orders, perform or have performed, all necessary tests, and create daily inspection reports. It is expected that the successful proponent have a representative onsite daily during active construction. It is required that a CoD attend all onsite testing and as such it is expected that the successful proponent provide a minimum of 48hrs notice to the CoD.

Any modifications to the design drawings required during the construction process are the sole responsibility of the successful proponent. All modifications must be reviewed and approved by CoD.

The successful proponent will also be responsible for reviewing and recommending for approval progress draws, extra work orders, change orders, etc. They will be responsible for enforcing contract specifications and ensuring the project is completed on time.

5.5 AS-BUILT DOCUMENTATION AND PROJECT WRAP UP

The successful proponent will be responsible for creation of as-built drawings and service cards. As-built drawings must be submitted in AutoCAD (.dwg), Adobe Acrobat (.pdf), and physical copies. As-built drawings must be signed and sealed by a professional engineer. Service cards may be PDF only.

5.6 MATERIAL PROVIDED BY COD

The COD agrees to provide the successful proponent with the following items:

- a) ESRI shape files (.shp) (or GIS) of the currently known water system
- b) Utility record drawings where available

Please note that all GIS provided is currently a work in progress and as such may not necessarily be accurate or complete. It is the sole responsibility of the successful proponent to confirm the location of all infrastructure present within the Road Right of way.

6 EVALUATION CRITERIA

The following may be considered, analyzed, and compared during the evaluation process:

- Inclusion of specifically requested items such as, but not limited to; schedule, price quotation, reference list, WorkSafe BC information, etc.
- Qualifications, experience, past performance, and references of proponent.
- Specifications of the proposed methodology to be used to complete the Work.



- Clarity and readability of the proposal itself.
- Quoted price.

Emphasis may be given by evaluators to the explanation of the methodology proposed and any innovative or alternate ideas or concepts for completing the work.

APPENDIX "A"

SURVEY TERMS OF REFERENCE

DESCRIPTION OF WORK

Survey pickup of existing roadway features and utilities including legal property lines as described in the Terms of Reference. Production of a survey topographical base plan in ACAD format.

BACKGROUND

This survey and ACAD Civil 3D file will be used by CoD and MNC for the purpose of generating profiles and cross sections. This will then be used to produce engineering design drawings that may include road widening, additional walkways or sidewalks, new underground utilities, and other improvements.

SCOPE OF WORK

Topographical Survey:

Pickup of all features within the boundary shown (Appendix B). This should include at a minimum but not limited to:

- Face and top of curb,
- Front and back of sidewalks,
- Landscape areas – minimum 5.0m grid and changes in grade,
- Hydro, Telus and private utility poles, traffic control lights
- Manhole frames and pipe inverts,
- Water meter boxes,
- Valve castings and top of valve nut,
- Irrigation boxes and heads,
- Fences and gates,
- Face of building walls,
- Roadway centre line, driving lanes, medians, islands, and edge of pavement (minimum 5.0m intervals),
- Roadway paint lines,
- Trees (caliper, generic type),
- Bush or garden bed limits (width of hedging),
- Ditches (top, bottom & centre),
- Rock outcroppings,
- Structures,
- Driveways,
- Hydrants,
- Sewer inspection chambers,
- Property pins,
- Painted locates on ground provided by BC One Call or utility companies (by surveyor).

Note: Survey shots should use North Cowichan descriptor (figure) key codes, as attached to this document. The digital format can be acquired with ACAD Civil 3D base plan template that MNC will provide. The Proponent will contact BC OneCall to ensure locates are down prior to survey.

Legal Survey:

- Conduct preliminary control survey to tie-in legal evidence based on North Cowichan UTM coordinate system converted to ground coordinates via the municipal common CF factor. The Municipality will provide a monument coordinate list that must be used,
- Roadway legal (road allowance),
- Legal property lines for properties that legally adjoin the roadway.

ACAD Format Drawings:

- All survey points complete with elevation and description labels in the form of ACAD cogo points to be in the drawing,
- All line work for the survey points shall be generated and will correctly represent the features on site including legal lines. Line work for water mains, storm mains, sewer mains, utilities, curb lines, etc. based on points and with the assistance of the record drawings provided,
- Legal line work for abutting properties,
- The topographical 3D surface shall be developed with break lines and contours shown complete with intermittent elevation labels,
- Lines should be placed on MNC CAD Layers, when possible and use the block symbols as provided in the template drawing. The Municipality will provide the ACAD Civil 3D base plan template drawing,
- Line work for underground utilities (BC Hydro, Gas, Telus, & Shaw) to be shown based on painted site locates if available, otherwise drawn in based on BC One Call locates planning maps c/w disclaimer that the "utilities shown on plan are from maps only, locates to be done in field prior to design or construction",
- Drawing format must be ACAD Release 2013 or newer.



Group	Description	Code
Control/legal		
	Iron pin	IP
	Monument	MON*#
	Turning hub (Bench Mark)	BM*#
Storm		
	Bottom of ditch	DIT*1/2
	Catch basin top	CBT
	Drain cleanout	DCO
	Drain manhole	DMH
	Culvert (Drain Pipe)	D*INV/TOP*SIZE*MAT
	Swale	SW*1/2
	Head Wall	HW
	Lawn Catch Basin	LD
Roads/sidewalks/Driveways		
	Concrete Sidewalk	CSW*1/2
	Asphalt sidewalk	ASW*1/2
	Brick Sidewalk	BSW*1/2
	Asphalt driveway	AD
	Concrete driveway	CD
	Gravel driveway	GD
	Brick driveway	BD
	Edge of pavement	EP*1/2
	Gutter (Curb Face)	CF*1/2
	Water control curb (Asphalt Curb)	AC*1/2
	Wheel Chair/Dwy Drop (Curb Drop)	DRC
	Path	PA
	Edge of gravel/shoulder	GSH*1/2
	Edge of gravel road	EG*1/2
Lines/paint markings		
	Centerline	CL
	White line	PL*1/2
	Yellow line	PL*1/2
	Stop Bar	SB
Hydro		
	Anchor	AN
	Anchor pole	AP
	Hydro pole	HP
	Hydro Pole w Dip	HPD
	Hydro Pole w Light	HPL
	Hydro Pole w Light & Dip	HPLD
	Hydro Tel pole	JP
	Hydro Tel Pole w Dip	JPD
	Hydro Tel Pole w Light	JPL
	Hydro Tel Pole w Light & Dip	JPLD
	Hydo Vault	HV
	Hydro Kiosk	HK
	Hydro MH	HMH
	Hydro Conduit	H*TOP*SIZE*MAT
Vegitation		
	Hedge (Bush Line)	BL*1/2
	Drip Line	DL*1/2
	Garden	GN*1/2
	Shrub	SH



Group	Description	Code
Telephone/Cable		
	Tel MH	TMH
	Tel pole	TP
	Tel Pole w Dip	TPD
	Tel Pole w Light	TPL
	Tel Pole w Light & Dip	TPLD
	Cable Kiosk	CK
	Cable MH	CMH
	Telephone Conduit	T*TOP*SIZE*MAT
Lighting/Signals		
	Lamp (Standard)	LS
	Junction Box	JB
	Signal Kiosk	SK
	Street Light (Signal Standard)	SN
Natural Gas		
	Gas Cap	GCP
	Gas Meter	GM
	Gas Valve	GV
	Gas Marker	GAS
	Gas Pipe	G*TOP*SIZE*MAT
Walls/Fences/barriers		
	Fence	FE*1/2
	Gate post	GA
	Guard Rail	GR*1/2
	No post	NO*1/2
	Retaining wall	RW*1/2
	Metal Bollard	BO
Existing topo		
	Ground (Spot Elevation)	SE
	Bedrock	BRO
	Bottom of bank/slope - Toe	BB*1/2
	Top of bank/slope	TB*1/2
Misc.		
	Bridge	BR
	Sign	SI
	Stairs	SZ
	Railway	RLW
	Building	BG
	Edge of water (Water Level)	WL*1/2
	Mailbox	MB
	Bus Shelter	BUS
	Concrete Pad	CP
	Flag	FP
Water		
	Fire hydrant	FH
	Water meter box	WM
	Water valve	WV
	Air Valve	AV
	Sprinkler Head	SP
	Flush	WF
	Water Pipe	W*INV/TOP*SIZE*MAT
Sewer		
	Sewer cleanout	SCO
	Sewer manhole	SMH
	Sewer Pipe	S*INV/TOP*SIZE*MAT

APPENDIX "B"

PROJECT SCOPE MAP

