



# REPORT

To: Chair and Directors

Report Number: ENV-BRD-245

From: Environmental Services

Date: July 17, 2025

**Subject: Contract Award ITT 16-2025 Charlie Lake Sewer Valve Replacement**

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## **RECOMMENDATION: [Corporate Weighted]**

That the Regional Board award Invitation to Tender 16-2025 “Charlie Lake Sewer Valve Replacement” for repair of five valves to S. Young Enterprises Ltd. at a cost of \$270,000 (excluding taxes) utilizing previously allocated Area C Community Works Gas Tax funds; further, that the Chair and Chief Administration Officer be authorized to sign the contract on behalf of the Peace River Regional District.

## **BACKGROUND/RATIONALE:**

On November 16, 2023, the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED,*

*That the Regional Board approve the ‘Charlie Lake Sewer - Capital Improvement Plan’ completed by McElhanney Ltd (October 10, 2023) for use in operational and capital 2024-2034 financial planning for Function 601 - Charlie Lake Sewer.*

McElhanney Ltd. developed the Capital Improvement Plan (CIP) for the Sewer Collection System, Trucked Waste System, and Sewer Treatment Facility. The CIP identified the need for an annual valve replacement program within the system to replace critical valves to allow rerouting of flows and reduce impacts during emergency events.

Based on McElhanney’s recommendations and an approved business case which was presented to the Regional Board on December 6, 2024, an Invitation to Tender was issued on February 25, 2025 and closed on March 25, 2025. Of the three bids received, one was disqualified. S. Young Enterprises Ltd. submitted the lowest compliant bid and was awarded the contract in May 2025, as the pricing was below the Board award threshold, as detailed in Table 1.

Following the kick-off project, a change order was initiated to incorporate design changes that reduce groundwater infiltration risk. This increased the contract value above the Board threshold, requiring a Notice of Delay until the increase could be approved. Staff now recommend the contract increase to S. Young Enterprises Ltd..

**Table 1. ITT 18-2025 Evaluation Scoring Matrix Results**

	Big League Utilities	S Young Enterprises Ltd
<b>Mandatory Requirements</b>		
Submission Form (Appendix B)	✓	✓
Pricing (Appendix C)	✓	✓
WorkSafe BC Clearance Letter	✓	✓
<b>Scoring Matrix Results</b>		
Project Budget (100%)	41.54	56.02
<b>Total Score</b>	<b>41.54</b>	<b>56.02</b>

**ALTERNATIVE OPTIONS:**

1. That the Regional Board provide further direction.

**STRATEGIC PLAN RELEVANCE:**

- ☒ Asset and Infrastructure Management

**FINANCIAL CONSIDERATION(S):**

On December 6, 2024, the Regional Board passed the following resolution:

*MOVED, SECONDED and CARRIED,*

*That the Rural Administration Committee approve a funding commitment in the amount of \$1,707,000, payable from Electoral Area C Community Gas Tax Reserve Fund to be issued to Function 601, Charlie Lake Sewer, for 2025 Capital Projects including sewer system infrastructure monitoring and SCADA upgrades, valve replacements, redundancy piping for Jackfish Crescent and Highlevel Crescent, and flow monitoring station replacements.*

**COMMUNICATIONS CONSIDERATION(S):**

This project is funded by Area C Community Gas Tax Works. Signage will be posted at the site per the Community Gas Tax funding requirements.

Construction notifications will be sent to nearby properties and relevant stakeholders before construction starts.

**OTHER CONSIDERATION(S):**

The project received Ministry of Transportation and Transit permit approval in June 2025.

External Link:

1. [Rural Budgets Administration Committee Recommendations from November 14, 2024](#) – See Item 8.2 on the Regional Board Meeting Agenda dated December 6, 2024