



Corporation of the City of
NEW WESTMINSTER

REQUEST FOR EXPRESSION OF INTEREST

NWEOI-11-03

for

**DESIGN / BUILD SERVICES FOR
UPGRADING SEWER LIFT STATIONS**

Closing time:
Tuesday, August 9th, 2011
3:00 P.M., Local Time

Closing location:
Main Reception Desk
City of New Westminster
511 Royal Avenue,
New Westminster, B.C. V3L 1H9

All requests for further information must be made on or before **August 3rd, 2011** in writing and only to:

Purchasing:
Roy Moulder, SCMP
Purchasing Manager
Email: rmoulder@newwestcity.ca

COMPANY NAME	
Address	
Telephone	Email
Signature	Dated

CORPORATION OF THE CITY OF NEW WESTMINSTER

A. Overview

The City of New Westminster is issuing a Request for Expression of Interest (RFEI) to shortlist a maximum of three (3) firms with expertise in performing design / build services for upgrades to two of the City's sewer lift stations.

The City is planning to upgrade two Lift Stations, SA-6 and SA-7, on Johnston Street within the community of Queensborough as a pilot project for future upgrades of up to eleven Sewer Lift Stations. The upgrading is required due to aging of the mechanical and electrical components inside the wet well and the electrical kiosk. These stations were constructed in 1975. The SCADA systems were upgrading in 2006.

Please see the City of New Westminster's web site for general information:

<http://www.newwestcity.ca>

This is a request for expression of interest and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relations as part of this REOI process and no obligations whatsoever will arise between the City and any organization who submits a response to the REOI (a "Respondent") until and unless the City and a Respondent enter into a formal, written contract for the Respondent to undertake this service.

B. Scope - Basic Requirements and Preferences

It is anticipated that the following would become key components of any upgrading requirements to the stations;

- New 2.2 hp single phase pumps (the existing pumps are 2.2 hp three phase),
- New power cable, piping, fittings and valves inside the wet well,
- New electrical kiosk and electrical components excluding the SCADA system and miltronics,
- New single phase conduit from the transformer to the hydro kiosk.

Respondents shall provide details relating to their experience in;

- Upgrading sewer lift stations including electrical kiosk and mechanical components inside the wet well,
- Construction of new sewer lift stations,
- Design and build services for upgrading sewer lift stations.

C. Content of Response

The response to this Request for Expression of Interest should be no more than ten pages and:

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- Include an Executive Summary with a brief review of the Respondent's understanding of the City and any unique characteristics that must be considered in responding to this request;
- Include information that demonstrates the Respondent's previous experience with electrical kiosks for sewer lift stations.
- Provide qualifications of personnel, and the number of years in business;
- Provide a corporate profile to include complete corporate organization and ownership including holding companies and subsidiaries and major shareholders;
- List of references for comparable projects/clients (including contact person's phone/fax).
- Include descriptions of the services that can be offered to complete the requested scope.

D. Evaluation

The City intends that responses will be reviewed by an Evaluation Team, consisting of City staff, consultants, and experts selected by the City to determine:

1. If there is an advantage to proceed to a Request for Proposal, and
2. A list of Respondents to be included in that RFP process.

The City intends to have responses evaluated according the following criteria, not in any order of importance:

- Respondent's technical qualifications;
- Respondent's sewer lift station experience;
- References for the Respondent;
- The Respondent's demonstration of financial capacity;
- Value added criteria that extend beyond the minimum stated scope of work

Each Respondent will be notified of the outcome of the evaluation upon conclusion.

E. Instructions for Responses

1) Form of Response

Respondents shall submit the following, in an envelope clearly marked "**Design / Build Services for Upgrading Sewer Lift Stations NWEOI-11-03**":

- Three (3) hard copies of the response; and

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- One (1) soft copy of the response, (in Microsoft Word, Excel, and/or Adobe (PDF) format) on a CD, DVD, or memory stick.

The City may reproduce any of the responses and supporting documents for internal use or for any other purpose required by law.

Email responses are not acceptable.

Responses must be submitted at the Closing Location noted on page 1 of this document on or before **Tuesday, August 9th, 2011 at 3:00pm (Local time)**.

The clock at the Main Reception Desk is the official clock.

Responses received after the deadline will be returned unopened and will not be considered.

2) Contacts

Except for the contacts stated herein, respondents shall not contact City officers, City employees or elected officials directly or indirectly regarding this Request for Expression of Interest.

3) Addenda

During the course of this Request for Expression of Interest process, the City may choose to provide additional information, and clarifications or to make modifications to this process. The City intends to post these addenda on the City's website and to reference them on BC Bid as being available for download on the City's website.

4) Signatures

All responses should be signed by the Respondent and contain the Respondent's full name and address.

F. General

1) Ownership of responses and Freedom of Information

All documents submitted to the City of New Westminster in response to this REOI will become the property of the City, and will not be returned. Respondents should be aware that the City is subject to the provisions of the Freedom of Information and Protection of Privacy Act (FIOPPA). A Respondent may stipulate in their response that portions of the response contain confidential information and are supplied to the City in confidence. However, under FOIPPA the City may nevertheless be obligated to disclose all or part of a response pursuant to a request made under that Act, even if the Respondent has stipulated that part of the response is supplied in confidence. Respondents should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under that Act.

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2) Respondent's Expenses

Respondents shall be solely responsible for their own expenses in preparing and submitting a response to this Request for Expression of Interest.

3) Conflict of Interest

By submitting a response, the Respondent confirms that neither it nor any of its officers, directors, employees or subcontractors, has any financial or personal relationship or affiliation with any elected official or employee of the City of New Westminister or their immediate families which might in any way be seen or perceived to create a conflict of interest.

4) Changes in a Respondent

Respondents are requested to promptly notify the City's above-named contact person in writing if there is an addition, deletion or change from time to time in the members comprising a Respondent, in the key personnel positions of the Respondent or a change of effective control in any Respondent member.