



REQUEST FOR PREQUALIFICATION

NWRFPQ-22-16

Contractor for Underground Fuel Tanks Replacement

Closing Time:

Tuesday, January 17, 2023
3:00 PM, Local Time, Vancouver BC

Closing Location:

upload to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions

Further requests for information :

Purchasing: Heather Rossi

Intermediate Buyer

Email: nwpurchasing@newwestcity.ca

RESPONDENT NAME		
Street Address:		
City Province Postal Code		
Contact Name:		
Telephone number:		Fax:
Email		Date:
Signature: by authorized signatory		

By my signature above, it shall be understood that I have read, understood and accept the requirements outlined in this Request for Prequalification.

CORPORATION OF THE CITY OF NEW WESTMINSTER

PART 1

RFPQ PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

- 1.1** The City of New Westminster invites submissions to this Request for Prequalification (RFPQ) for Contractors to submit a Tender on a future Invitation to Tender. The Invitation to Tender will be for Underground Fuel Tank Replacement at the City's Works Yard. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work
- 1.2** The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.3** This is a Request for Prequalification (RFPQ) 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 RFPQ process and no obligations whatsoever will arise between the City and any organization who submits a response to the RFPQ (a "Respondent") until and unless the City and a Respondent enter into a formal, written contract for the Respondent to undertake this service.
- 1.4** The City, at its discretion, reserves the right to;
- a) select a Response that deviates from the requirements of this RFPQ;
 - b) modify this RFPQ at any time.
- 1.5** Respondents will be solely responsible for their own expenses incurred in connection with this RFPQ, including in preparing and submitting a Response and in any subsequent negotiations with the City.
- 1.6** This RFPQ shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.0 COVID-19 GLOBAL PANDEMIC

- 2.1** Due to the COVID 19 global pandemic, the City may be required or decide not to proceed with the Work or to terminate any contract prior to the Work commencing. If this occurs, the City will only pay for actual costs incurred by the consultant/contractor.
- 2.2** In submitting a Response, the Respondent acknowledges the presence of the COVID-19 virus in Canada and other jurisdictions. The Respondent also acknowledges the consequences and impacts "Known Impacts" of the COVID-19 Pandemic existing as of the date of this Request for Qualifications, and said "Known Impacts" will be accounted for by the Respondent within any schedule and pricing.

3.0 RESPONSE INSTRUCTIONS

- 3.1** Respondents shall submit their Response by electronic upload in one (1) Adobe (PDF) file to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions with **NWRFPQ-22-16 Contractor for Underground Fuel Tanks Replacement** in the subject line.
- 3.2** The City will receive submissions at the location and time indicated on the first page of this Request for Prequalification.

CORPORATION OF THE CITY OF NEW WESTMINSTER

3.3 It is the Respondent's responsibility to ensure that the City receives its Response **prior to** the closing time indicated on the title page of this Request for Qualification. The City does not accept facsimile or other unsealed Responses.

3.4 Requests for clarification or further information must be made in writing only to the individual identified on the first page of this RFPQ. The City intends to respond to enquiries that it, in its sole opinion, considers relevant to this RFPQ. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time. The City will record enquiries and post written responses on its website at <https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/request-for-bids-and-Responses-open>

4.0 CONTRACT REQUIREMENTS

4.1 The City anticipates that any contract arising from RFPQ will use the CCDC 2 2020 Stipulated Price Contract and the City's Supplementary General Conditions. https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement_policy.php

5.0 OWNERSHIP OF RESPONSES AND FREEDOM OF INFORMATION

5.1 All documents submitted with your Response will become the property of the City, and as such shall be subject to the disclosure provisions of the *BC Freedom of Information and Protection of Privacy Act (FOIPPA)* and *Community Charter*. A Respondent may stipulate in their Response that a portion(s) of their Response that contains confidential information and is supplied to the City in confidence. However, under FOIPPA, the City may nevertheless be obligated to disclose all or part of a Response in response to a request made under the Act, even if the Respondent has stipulated that part of their Response is supplied in confidence. The Respondent should review Section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under the Act.

6.0 INSURANCE, PERMITS AND LICENSES

6.1 The successful Respondent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, Insurance as required under the CCDC-2 2020 Contract General Conditions, the current CCDC-41, and the City's Supplementary General Conditions.

6.2 The successful Respondent may be required to obtain a City of New Westminister or MetroWest Inter-Municipal Business license prior to commencement of work.

7.0 LIVING WAGE EMPLOYER

7.1 Effective January 1, 2011, the City of New Westminister became a "Living Wage Employer". As such, the City has established a [Living Wage Policy](#) that requires all firms that are contracted by the City to provide services on City premises, to pay their employees, who perform said service on City property, a Living Wage as calculated by the Living Wage for Families Campaign. The current living wage rate for Metro Vancouver is \$24.08 per hour, assuming the employer provides no benefits.

7.2 In order to determine an employee's hourly rate with benefits the Living Wage for Families has created a Living Wage Calculator to assist with this determination. Please access the following

CORPORATION OF THE CITY OF NEW WESTMINSTER

website to determine your compatibility.

http://www.livingwageforfamilies.ca/living_wage_calculator

- 7.3 The City will include with any future Request for Proposal or Invitation to Tender calls relating to this project, a Declaration referencing the City's expectations with regards to compliance of the Policy. Completion and submission of the Declaration is required prior to any contract award.
- 7.4 Please review the City's [Living Wage Page](#) for further information.

8.0 **EVALUATION AND SELECTION PROCESS**

- 8.1 The City will evaluate all submitted valid Responses. The City will not necessarily accept any or all Responses. The object of the evaluation and selection process is to determine
- a) if there is an advantage to proceed to an Invitation to Tender, and
 - b) a list of companies to be included in that Invitation to Tender process
- 8.2 Responses will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Provide documentation showing that contractor employs BCITA certified petroleum equipment installers	Pass/Fail
Company Profile	20
Superintendent's qualifications and experience on similar projects	20
Availability and proven ability to meet schedule	20
Case histories of at least three fuel systems projects, similar in scope to this Fuel Tanks Replacement, performed successfully in last five years, including at least one case history showing Contractor's ability to perform successfully the function of "General Contractor" for a project involving multiple trades.	40
Company's and Site Superintendent's References	Pass/Fail
Total	100

- 8.3 The City intend to shortlist three (3) Respondents to proceed to the next Phase. Note that any information provided by Respondents in their Responses or discussed in presentations/interviews may be incorporated into any Contract with the Respondent. The City reserves the right to increase or decrease the number of qualified Respondents based upon the quality and quantity of responses to this RFPQ and what is deemed best value to the City.
- 8.4 Only the shortlisted Respondents will receive the Request for Proposal or Invitation to Tender for Phase 2.
- 8.5 The City reserves the right not to proceed with Phase 2 should the City deem that the quality of responses to this RFPQ provides only one response that meets the requirements outlined in this RFPQ.
- 8.6 The City will notify each Respondent of the outcome of the evaluation process.

CORPORATION OF THE CITY OF NEW WESTMINSTER**9.0 NEGOTIATIONS**

9.1 It is the intention of the City to proceed to a second Phase for the qualified Respondents, during this Phase the award of a contract may be subject to negotiations with the lead Respondent that is deemed to provide the best value to the City. Such negotiations include, but are not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Respondent
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City



Corporation of the City of
NEW WESTMINSTER

NWRFPQ-22-16

PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK

CORPORATION OF THE CITY OF NEW WESTMINSTER

1.0 **BACKGROUND**

- 1.1 This project is to replace the City of New Westminster's underground fuel tanks and cardlock fuel facility, which is located within the City's Engineering Operations Yard at 901 First Street, New Westminster. The City expects construction to begin in June 2023 when the owner supplied underground storage tanks (USTs) are scheduled to be delivered.

2.0 **RFPQ AND TENDER PROCESS**

2.1 This is a Two (2) Phased RFPQ

- a) Phase 1 will consist of qualifying Respondents and is expected to be completed by January 31, 2023.
- b) Phase 2 will consist of a separate Invitation to Tender, and only Respondent(s) qualified in Phase 1 will receive the Invitation to Tender and be provided an opportunity to quote. The City anticipates issuing the Invitation to Tender by February 15, 2023.
- c) The City reserves the right to add or remove a supplier to Phase 2 if it is deemed in the best interest to the City.

2.2 Phase 2 Request for Invitation to Tender

- a) The qualified Respondents will be provided with the Invitation to Tender documents including Issued for Tender Specifications and Drawings.
- b) Each Respondent will be required to provide responses to specific questions and to complete a Schedule of Quantities and Prices for the various items of work.
- c) The City expects that the work will be performed using the CCDC 2 2020 and the City's Supplementary General Conditions.

3.0 **BUSINESS REQUIREMENTS & SCOPE OF WORK**

3.1 Project work generally consists of the following:

- a) Supply and installation of a temporary Engineering Operations Yard fuelling facility that is to run for the duration of construction
- b) Removal and disposal of two (2) existing USTs, concrete pads, vent & fuel piping, tank sumps, manholes, canopy structure, canopy footings, electrical equipment and ancillaries
- c) Excavation and disposal of contaminated soil and groundwater as required to facilitate demolition of the existing facility and construction of the new facility.
- d) Installation of two (2) new owner supplied 25,000 litre fiberglass USTs
- e) Installation of new underground fuel piping, dispensers and cardlock
- f) Installation of new underground drainage system including catch basins, drainage piping and an oil water separator
- g) Installation of new petroleum electrical equipment
- h) Installation of new canopy footings and canopy structure
- i) Installation of new reinforced concrete UST slab, aprons and dispensing island
- j) Testing and commissioning new systems

CORPORATION OF THE CITY OF NEW WESTMINSTER

4.0 SUBMISSION REQUIREMENTS

- 4.1 Responses should be clear and concise, and directed to the requirements of this Request for Prequalification. Responses should be provided on 8 ½” white paper, in a font colour of black and not less than 11 point.
- 4.2 Interested general contractors should provide submissions with:
- a) The front page of this RFPQ with the required Respondent information filled out and signed by an individual authorized to bind the Respondent to all statements contained in the RFPQ.
 - b) An executive summary and company profile (1 page) including a brief company history, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project
 - c) Documentation showing that contractor employs BCITA certified petroleum equipment installers
- 4.3 Respondents shall provide details relating to a minimum of three (3) projects of similar scope and scale, including:
- a) Underground fuel tank replacement project
 - 1) Removal and disposal of existing underground storage tanks (USTs)
 - 2) Excavation and disposal of soil and groundwater from sites at a provincial approved disposal location
 - 3) Installation of new fiberglass petroleum USTs
 - 4) Installation of new underground fuel piping and cardlock dispensers
 - 5) Installation of new reinforced concrete UST slabs, aprons and dispensing islands
 - 6) Installation of new underground drainage systems including catch basins, drain piping and oil water separators
- 4.4 For the project examples above, please include:
- a) Size, budget and schedule for the project
 - b) Issues or challenges and how they were overcome
 - c) Confirmation that project was completed on schedule; explain how schedule challenges were handled and mitigated
 - d) Ability to work and manage multiple sub-contractors
 - e) Information that clearly demonstrates the Respondent’s previous experience with similar projects
 - f) Provide specifics of the project such as owner, location, date of project, scope of work, services rendered, cost, references, and any innovative factors you introduced. Include name, email address and telephone number for all references. Also clearly identify which individuals on your staff worked on the projects.
- 4.5 The response to this Request for Prequalification should also include:
- a) The name and qualifications of the proposed Site Superintendent, including experience with projects of a similar scope and magnitude
 - b) The name and qualifications of proposed subcontractors and their experience with work of this nature
 - c) Capacity to complete the work on schedule, according to the dates provided in this RFPQ.
 - d) **Living Wage Declaration:** As per Part 1, Section 7 (Appendix A)

CORPORATION OF THE CITY OF NEW WESTMINSTER

REFERENCES

Please provide three (3) references for companies in British Columbia for whom your organization has completed work of a similar magnitude and nature in the past five (5) years. The City of New Westminster may be used as a reference, if work of a similar nature has been provided to the City.

Reference 1	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 2	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

Reference 3	
Company Name and Address	
Contact Name	
Telephone Number	
Email address	
Brief Description of services provided	

1.1 The City reserves the right to contact the references to confirm the nature and performance of the work provided by the Respondent.



Corporation of the City of
NEW WESTMINSTER

NWRFPQ-22-16

APPENDIX A

DECLARATION – LIVING WAGE EMPLOYER

CORPORATION OF THE CITY OF NEW WESTMINSTER



DECLARATION – LIVING WAGE EMPLOYER

I, _____ as a duly authorized signing officer of

Company: _____

Address: _____

_____, confirm that all employees and sub-contractors under our contract with the City as outlined below, are paid not less than the “Living Wage” as calculated by the Living Wage for Families Campaign.

I understand that this requirement extends only to those employees and sub-contractors’ employees that perform work while on City premises and property for durations in excess of one continuous hour per occasion.

I understand that the City will conduct audits if and when notification of breach of this compliance is received by the City. I understand that in the event any breach of this declaration is found to be true, the City reserves the right to cancel its contract without penalty at any time once said authentication of the breach is made.

Contract Name: _____

Authorized Signatory:

Dated:
