REQUEST FOR PROPOSAL

NWRFP-19-03

Queensborough Substation – Owner’s Engineering Services

The City is seeking submissions from qualified Proponents to provide Owner Engineer Services for a new substation.

Closing Time:
Tuesday, March 19, 2019
3:00 PM, Local Time, Vancouver BC

Closing Location:
Main Information Desk
City of New Westminster
511 Royal Avenue,
New Westminster, BC, V3L 1H9

Further requests for information:
Purchasing: Patrick Shannon, SCMP
Purchasing Manager
Email: nwpurchasing@newwestcity.ca

By my signature above, it shall be understood that I have read, understood and accept the conditions outlined in the Request for Proposal, each and all of which form a part of this proposal, hereby offer to supply the Services in strict accordance with the conditions hereto attached and as outlined in this Proposal.

Please include this page with submission
PART 1
RFP PROCESS & GENERAL REQUIREMENTS

1.0 GENERAL INFORMATION

1.1 The City of New Westminster is inviting Engineering Consulting firms with demonstrated experience to act as an Owner’s Engineer in providing technical assistance in the undertaking of the design and construction of a new substation in the Queensborough area.

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 proposals, and not a call for tenders or request for offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent’s submission of a Proposal to the City.

1.4 The city, at its discretion, reserves the right to;
   a) select a Proposal that deviates from the requirements of this RFP;
   b) select a Proponent that does not score the highest but demonstrates the best value to the City;
   c) modify this RFP at any time.

1.5 Proponents will be solely responsible for their own expenses incurred in connection with this RFP, including in preparing and submitting a Proposal and in any subsequent negotiations with the City.

1.6 This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia.

1.7 The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:
   a) Changes to the requirements or Scope of Work proposed by the Proponent;
   b) Price; and
   c) Specific contract details as deemed reasonable for negotiations by the City.

2.0 PROPOSAL INSTRUCTIONS

2.1 One (1) electronic and two (2) hard copies (one to be unbound, electronic to be single PDF) of the Proposal, are to be submitted and clearly marked on the outside envelope or box as follows:

   NWRFP-19-03
   Queensborough Substation – Owner’s Engineering Services
   Attention: Purchasing Manager

The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.

It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the stated closing time. The City does not accept facsimile, electronic mail, or other unsealed submissions.
3.0 CONTRACT REQUIREMENTS

3.1 The City expects that the term of any Agreement negotiated between the City and a Proponent is to be for the duration from designing to commissioning of the substation.

4.0 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

4.1 All documents submitted with your Proposal 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 Proponent may stipulate in their Proposal that a portion(s) of their Proposal 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 Proposal in response to a request made under the Act, even if the Proponent has stipulated that part of their Proposal is supplied in confidence. The Proponent 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.

5.0 INSURANCE, PERMITS AND LICENSES

5.1 The successful Proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, the following insurance with insurers licensed in British Columbia in forms acceptable to the City:
   a) Commercial General Liability Insurance protecting the City, for an amount of five million dollars ($5,000,000) naming the City as additional insured;

5.2 The successful Proponent will be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

6.0 LIVING WAGE EMPLOYER

6.1 Effective January 1, 2011, the City of New Westminster 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 $20.91 per hour, assuming the employer provides no benefits.

6.2 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 website to determine your compatibility. http://www.livingwageforfamilies.ca/employers/living-wage-calculator/

6.3 In evaluating submissions, the City intends to rely on the Declaration provided by a Respondent and shall have no obligation or duty to investigate the truthfulness of the Declaration. Please review the City’s Living Wage Page for further information.
CORPORATION OF THE CITY OF NEW WESTMINSTER

7.0 EVALUATION AND SELECTION PROCESS

7.1 The City will evaluate all submitted valid Proposals. The City will not necessarily accept any or all Proposals. The object of the evaluation and selection process is to identify the Proposal that, in the City’s opinion offers the best value for the services requested.

7.2 The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.

7.3 Proposals will be evaluated based on the following criteria:

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<tr>
<th>Evaluation Criteria</th>
<th>Weighting</th>
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<tr>
<td>Executive Summary</td>
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<td>Understanding of the Assignment</td>
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<td>Cost/Schedule</td>
<td>30%</td>
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<td>Project/Team Experience</td>
<td>40%</td>
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<td>Value Add</td>
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<td>References</td>
<td>10%</td>
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<td><strong>Total</strong></td>
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7.4 The City, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their proposals or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

7.5 The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 1 – 3 months.

7.6 The City reserves the right to not take the lowest price proposal.

7.7 The award of a contract may be subject to negotiations with the lead Proponent 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 Proponent;
   b) Price; and
   c) Specific contract details as deemed reasonable for negotiations by the City.
PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK
1.0 BACKGROUND

1.1 The City of New Westminster (the “City”) is pursuing the installation of a substation in the Queensborough area to connect to the BC Hydro’s 69kV transmission source. The City requires a Certified Project Engineer to represent the City and help manage the undertaking of a new substation in the Queensborough area.

1.2 This proposed substation will serve as the third substation in the City’s service area and alleviate a distribution back up requirement in 2020/2021, as well as provide back up for RO2 and NWR substations. It will consist of two 69/25/12.5 KV 50MVA Transformers, a primary ring bus to support a double primary supply, and 8 distribution feeder positions.

1.3 A feasibility study is currently being completed and will be provided to the winning proponent when it’s finalized. This study includes a complete environmental and geotechnical analysis of the site location.

1.4 This City intends to proceed with a design-bid-build procurement model.

1.5 Schedule and subject to change:
   a) Owner’s Engineer selected April 2019
   b) Design Team selected July 2019
   c) Construction to start 4th QTR 2019
   d) Anticipated connection spring 2020

2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK

2.1 The City is seeking a qualified firm to be the Owner’s Engineer to support the City in the design, construction and commissioning of the new sub-station. For the purpose of this RFP, the definition and the services expected from the Owner’s Engineer is described in Section 2.0 Business Requirements & Scope of Work. The City reserves the right to modify the services with the successful proponent when and if required.

2.2 The successful firm will be required to support the City to manage the process from design to commissioning the substation with a specific focus on providing project management support and act as the Owner’s Engineer. It is expected that the Owner/Project Engineer (PE) has a thorough understanding of local, provincial and federal bylaws and the requirements of BC Hydro and how it relates to the building of a new substation as well as in-depth electrical engineering knowledge related to substations.

2.3 Proponents preferred qualifications are as follows:
   a) Direct experience supervising the construction of a substation (at least 2 in the last 5 years) including commission of equipment
   b) 10+ years’ experience in the construction industry preferably as an owner’s engineer
   c) Experience reading, reviewing and redlining design drawings (electrical, civil, mechanical)
   d) Experience managing large capital projects ($10m +)
   e) Experience writing technical specifications related to substation design and construction
   f) Experience managing large project schedules and budgets
   g) Experience coordinating multiple contractors
   h) Experience dealing with technical consultants
   i) Experience with Design-Bid-Build CCDC contract
Corporation of the City of New Westminster

j) Willing to travel internationally to attend shop testing/commissioning of equipment
k) Ability to work evenings and weekends as required

2.4 Proponents are asked to breakdown their proposals into the following phases:

a. **Project Planning & Design RFP Phase:**
   This phase includes (but is not limited to) the following tasks:
   a) Develop and maintain a Project Plan
   b) Developing the Owner’s Statement of Requirements in coordination with the City
   c) Working with the City to develop the design RFP for the design portion of the design-bid-build procurement process
   d) Evaluate the proposals, participate in interviews of short listed proponents and make a recommendation to the City as to the selection of the successful proponents
   e) Preparing other Statement of Work documentation as required
   f) Review and evaluate the proposals; participate in the interview process and make recommendations to the City regarding the preferred proponent

b. **Design Phase:**
   This phase includes (but is not limited to) the following tasks:
   a) Attend regular project progress and design review meetings
   b) Performing the role of Owner’s Engineer: overseeing and managing the design team including consulting firm(s) through all phases of the project

c. **Construction RFP Phase:**
   This phase includes (but is not limited to) the following tasks:
   a) Working with the City to develop the construction RFP for the construction portion of the design-bid-build procurement process
   b) Leading and documenting the design team meetings

d. **Construction & Post-Construction Phase:**
   This phase includes (but is not limited to) the following tasks:
   a) Provide technical support throughout the construction process
   b) Provide technical support throughout the commissioning process
   c) Prepare factory acceptance test plan and attend the factory acceptance testing process
   d) Author a project completion report

e. **General Project Administration** duties required throughout the project:
   This includes (but is not limited to) the following tasks:
   a) Act as Payment Certifier
   b) Act as the Owner’s Engineer to oversee construction of the facility, to implement and to manage quality of the work, the budget, the schedule and communication control systems, coordinated with the City, the design team and the contractor
   c) Manage and report on the project schedule and budget status on a monthly basis
   d) Prepare other Statements of Work documentation, as required
   e) Ensure appropriate financial management systems are in place; review all progress invoices and ensure all project billing is accurate
   f) Oversee and manage the design team and City specialty consultants through all phases of the project
   g) Proactively identify and manage variances in the project scope, budget and schedule
   h) Proactively identify and mitigate risks to the project
   i) Maintain Risk Management, Change Management, and Issue Management logs
j) Engage with BC Hydro regularly to ensure that the required applications have been completed correctly and in a timely manner; follow-up to ensure BC Hydro is processing these applications and address any concerns in a timely manner
k) Ensure all project communications and project changes are expedited in a timely manner
l) Establish, administer and monitor quality assurance and control systems
m) Assist in the preparation of Council Status Reports
n) Engage and consult with the general public and various stakeholders
o) Engage and consult with various government and regulatory agencies
p) Manage and report on project schedule and budget on a monthly basis

3.0 SUBMISSION REQUIREMENTS

3.1 Proposals should not exceed twenty (20) pages in length excluding attached appendices. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All proposals must follow the same sequence of topics and clearly identify:

a) **Proponent Information RFP Cover Sheet:** – signed

b) **Executive Summary:** (1 page) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project.

c) **Understanding of assignment and Approach: Provide the Following:**
   1) A brief outline of the Proponent’s understanding of the project;
   2) A detailed work program work program using the Phases outlined in Scope of Work
   3) Your methodology to successfully achieve the objectives and deliver this project on time and on budget
   4) Outline the risks associated with this type for project and how you propose to mitigate these risks
   5) Indicate all major milestones in each phase.

d) **Cost/Schedule:** Based upon your experience, provide a high level schedule of activities using the Phases outlined in the Scope of Work from date of award to commissioning of the substation, include the following:
   1) Title of each phase
   2) A labour summary matrix that provides person-hour estimates for each of the work activities for each phase
   3) Cost for each phase
   4) Administrative costs is to be included into each phased costs
   5) Disbursements MUST be built into the phased cost except for travel outside of the Metro Vancouver area or for costs that the City will agree for in writing

e) **Project Team/Experience:** Provide a brief overview of your experience in managing a project as noted in this RFP. Include a one (1) page bio of each key proposed project team member describing each person’s role in this project and their qualifications and experience.

f) **Value Add:** Provide a description of your organization’s unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project.

g) **References:** Complete the attached table of references below.
**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.

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