



## **REQUEST FOR PREQUALIFICATION**

**NWRFQU-21-03**

### **General Contractors for Construction of Agnes Street Greenway**

**Closing Time:**

Thursday, April 22, 2021  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

upload to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>

**Further requests for information :**

**Purchasing: Heather Rossi**  
Intermediate Buyer

Email: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)

<b>RESPONDENT NAME</b>		
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 the Request for Response; we hereby propose to supply the Services in accordance with the Request for Response and as outlined in this Form of Response.

# CORPORATION OF THE CITY OF NEW WESTMINSTER

## PART 1

### RFQU PROCESS & GENERAL REQUIREMENTS

#### **1.0 GENERAL INFORMATION**

- 1.1** The City of New Westminster invites submissions to this Request for Prequalification (RFQU) for General Contractors to submit a proposal on a future Request for Proposal for the construction of the Agnes Street Greenway. Refer to Part 2 – BUSINESS REQUIREMENTS for information on the scope of work.
- 1.2** The City reserves the right to utilize the list of qualified general contractors from this Request for Prequalification without issuing another Request for Prequalification for any similar greenway construction projects that are approved within the next four (4) years.
- 1.3** 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.
- 1.4** This is a request for Qualifications 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 RFQU process and no obligations whatsoever will arise between the City and any organization who submits a response to the RFQU (a “Respondent”) until and unless the City and a Respondent enter into a formal, written contract for the Respondent to undertake this service.
- 1.5** The City, at its discretion, reserves the right to:
- a) select a Response that deviates from the requirements of this RFQU
  - b) modify this RFQU at any time.
- 1.6** Respondents will be solely responsible for their own expenses incurred in connection with this RFQU, including in preparing and submitting a Response and in any subsequent negotiations with the City.
- 1.7** This RFQU 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 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 Prequalifications, and said “Known Impacts” will be accounted for by the Respondent within any schedule and pricing.

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### **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/~sS3M7G> with **NWRFQU-21-03 General Contractors for Construction of Agnes Street Greenway** in the subject line.
- 3.2** The City will receive submissions at the location and time indicated on the title page of this Request for Prequalification.
- 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 Prequalification. 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 RFQU. The City intends to respond to enquiries that it, in its sole opinion, considers relevant to this RFQU. 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 this RFQU will use the MMCD Agreement and the City's Supplementary General Conditions.

### **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 proponent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, Insurance as required under the MMCD Agreement General Conditions and the City's Supplementary General Conditions.
- 6.2** The successful proponent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

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### 7.0 LIVING WAGE EMPLOYER

- 7.1 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 \$19.50 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 website to determine your compatibility.  
[http://www.livingwageforfamilies.ca/living\\_wage\\_calculator](http://www.livingwageforfamilies.ca/living_wage_calculator)
- 7.3 The City will include with any future Request for Proposal 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 a Request for Proposal, and
  - b) a list of companies to be included in that Request for Proposal process.
- 8.2 Responses will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Relevant corporate experience	30
Project Manager’s qualifications and experience on similar projects	30
Superintendent’s qualifications and experience on similar projects	20
Subcontractors’ qualifications and experience	20
Company’s, Project Manager’s, Site Superintendent’s References	Pass/Fail
<b>Total</b>	<b>100</b>

- 8.3 The City intends to shortlist up to five (5) 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 RFQU and what is deemed best value to the City.
- 8.4 Only those shortlisted Respondents will receive the Request for Proposal for Phase 2.
- 8.5 The City advises all Respondents that the process for evaluation/interview and finalizing the shortlist of Respondents may take 2 – 3 months.
- 8.6 The City will notify each Respondent of the outcome of the evaluation process.

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**8.7** The City reserves the right not to review Responses where it is deemed the Respondent has a poor safety record.

**8.8** The City reserves the right not to proceed with Phase 2 should the City deem that the quality of Responses to this RFQU provides only one Respondent that meets the requirements outlined in this RFQU.

**9.0** **NEGOTIATIONS**

**9.1** It is the intention of the City to proceed to a second Phase for the qualified suppliers, during which 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 may not be limited to, the following:

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



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**NEW WESTMINSTER**

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**PART 2**

**BUSINESS REQUIREMENTS AND SCOPE OF WORK**

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### **1.0 BACKGROUND**

- 1.1** The Agnes Street Greenway is a new multimodal transportation corridor in downtown New Westminster that, when complete, will connect the replacement Pattullo Bridge and Victoria Hill neighbourhood with the New Westminster SkyTrain Station and Waterfront Esplanade. The overarching objective is to develop a walking, wheeling, and cycling route that is safe, comfortable, and accessible for people of all ages and abilities.
- 1.2** Phase 1 extends along Agnes Street from Dufferin St in the east (where it meets pathways to be built as part of the Pattullo Bridge Replacement project) to Seventh St in the west (at Douglas College). The greenway also branches southward along Sixth St to intersect Carnarvon St, which is the terminus for Phase 1. For cycling, this project is anticipated to provide a bi-directional protected bike lane on one side of each street. An interim greenway facility has been installed along much of this route to demonstrate the likely configuration of this greenway.
- 1.3** The Greenway is identified in the Downtown Community Plan and the Master Transportation Plan, and is noted as a key priority in the current Council's 2019-2024 Strategic Plan. With the reallocation of road space to sustainable modes, the Agnes Street Greenway will also help to achieve Bold Step #7 of the City's adopted Climate Action budgeting framework. It is also one of the key moves arising from the Downtown Transportation Plan, which was adopted by Council on August 31, 2020.

### **2.0 RFQU AND RFP PROCESS**

- 2.1** This is a Two (2) Phased RFQU
- a) Phase 1 will consist of qualifying up to five (5) Respondents and is expected to be completed by May 31, 2021.
  - b) Phase 2 will consist of a separate Request for Proposal (RFP), and only Respondent(s) qualified in Phase 1 will receive the RFP documents and be provided an opportunity to submit a Proposal. The City anticipates issuing the RFP by September 30, 2021.
  - c) The City reserves the right to add or remove a Respondent for Phase 2 if it is deemed in the best interests of the City.
- 2.2** Phase 2 Request for Proposal
- a) The Shortlisted Respondents will be given specifications and requirements based on Issued for Tender (IFT) drawings and specifications.
  - 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 reserves the right to negotiate all responses.
  - d) The City expects that the work will be performed using the MMCD Agreement and the City's Supplementary General Conditions.

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### **3.0 BUSINESS REQUIREMENTS & SCOPE OF WORK**

**3.1** The City anticipates that the following will become key components of the proposed work:

- a) Installation of concrete curb and gutter
- b) Mill and overlay of asphalt road surfaces, and other specialty surface treatments such as stamped and coloured asphalt
- c) Relocation/adjustment/installation of roadway drainage infrastructure, such as catchbasins and leads
- d) Relocation and installation of crosswalks and other road markings, including specialty coloured pavement treatments
- e) Installation of concrete sidewalks and curb letdowns
- f) Installation of street lighting and traffic/pedestrian signals
- g) Installation of roadway signage
- h) Installation of green infrastructure, potentially including soil cells, structural soil, rain gardens and rainwater retention structures, permeable surfaces, etc.
- i) Installation of street furniture, such as benches, wayfinding signage, water fountains, bicycle racks, public art, etc.
- j) Installation of landscaping, such as growing medium, trees, shrubs, grasses, etc.
- k) Installation of irrigation systems.

**3.2** A key component of the proposed work will be the implementation of a proactive, effective, and responsive Transportation Management Plan that appropriately accommodates the needs of people using the street for the duration of construction. This will include:

- a) The provision of safe and accessible pedestrian crossings at key intersections, with particular attention paid to serving seniors, people with disabilities, and elementary school children
- b) Safe accommodation of people cycling with minimal requirement for dismounting and/or sidewalk riding
- c) Preservation of vehicular access to driveways and active bus stops
- d) Minimization of long-term parking impacts, to the extent possible.

**3.3** The successful Respondent will be required to work closely with and under the direction of the City's project management consultant to implement a construction communications plan that includes:

- a) Regular written communication to area residents and businesses outlining project status, schedule, and anticipated impacts
- b) Appropriate on-site project signage that is kept current
- c) Ongoing in-person liaison with area residents and businesses to hear and address concerns.

### **4.0 SUBMISSION REQUIREMENTS**

**4.1** Responses should be concise and directed to the requirements of this Request for Prequalification. Responses should be provided double-sided 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 RFQU with the required Respondent information filled out and signed by an individual who is authorized to bind the Respondent to all statements contained in the RFQU.



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- b) An 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) A letter of confirmation from a duly licensed Canadian Surety clearly stating:
  - 1) the name and address of the Respondent for which the confirmation letter is being provided
  - 2) the Respondent is in good standing with the Surety.
- d) A CCDC-11 2019 Contractor's Qualification Statement (or document with equivalent information).

**4.3** Respondents shall provide details relating to a minimum of five (5) projects of similar scope and scale, including:

- a) construction of this type of facility (specifically greenway/cycling infrastructure) including
  - 1) electrical (traffic signal and special crosswalk, street lighting)
  - 2) paving
  - 3) concrete works (curb, gutter, sidewalk)
  - 4) green infrastructure (rain gardens, soil cells, permeable surfaces, etc.)
  - 5) public realm elements (seating areas, furniture)
  - 6) landscaping
- b) construction of retrofit infrastructure within a compact, urban environment.

**4.4** The response to this Request for Prequalification should also include:

- a) Information that clearly demonstrates the Respondent's previous experience with greenway or similar construction projects in excess of \$2 million
- b) The name and qualifications of the proposed Project Manager, including experience with projects of a similar scope and magnitude
- c) The name and qualifications of the proposed Site Superintendent, including experience with projects of a similar scope and magnitude
- d) Information on three of the projects listed for 4.3 above. Focus on projects that are comparable in scope and magnitude to the construction of the Agnes Street Greenway, including retrofits of cycling infrastructure in a compact, urban environment. 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. (Use this section to supplement projects identified in the CCDC 11 information).
- e) Description of experience with transportation management during construction, including sensitivity to multimodal transportation requirements, and the needs of seniors, people with disabilities and school children, including a thoughtful, proactive approach to traffic management
- f) Project management experience, including use of project controls such as work planning documents, schedule tracking, budget tracking, risk matrices, field checks, and status reporting

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- g) Capacity to complete the work on schedule
- h) List of subcontractors and their experience with work of this nature
- i) Experience following instructions for and executing a comprehensive project communications plan
- j) Information identifying what percentage of work is normally performed with in-house personnel versus sub-contracted personnel for projects of similar scope and magnitude.
- k) Explain your social and sustainable policy and process:
  - 1) Explain how your company addresses anti-racism, diversity, inclusion and equity
  - 2) Explain how your company promotes sustainability (locally and in your operations), i.e. do you have a carbon footprint reduction plan? How do you manage waste in your facility or on a job-site?
- l) Company References: Complete the table of references on page 11

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### 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.

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

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

<b>Reference 3</b>	
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.