



REQUEST FOR PROPOSAL

NWRFP-21-23

Replacement of the Municipal Fuel Tanks and Facility

The City is seeking submissions from qualified Proponents for **Replacement of the Municipal Fuel Tanks and Facility** in New Westminster.

Closing Time:

Thursday, August 26, 2021
3:00 PM, Local Time, Vancouver BC

Closing Location:

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

Further requests for information :

Heather Rossi
Intermediate Buyer

Email: nwpurchasing@newwestcity.ca

CORPORATION OF THE CITY OF NEW WESTMINSTER

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CORPORATION OF THE CITY OF NEW WESTMINSTER**PART 1****RFP PROCESS & GENERAL REQUIREMENTS****1.0 DEFINITIONS**

- 1.1** **“Business Requirements”** means the detailed specifications, requirements and Services set out in Part 2 of this RFP.
- 1.2** **“City”, “Owner”** means the Corporation of the City of New Westminster.
- 1.3** **“Contract”** means a written contract for the Services that may entered into by the City and a Proponent.
- 1.4** **“Proponent”** means a person who submits a Proposal to the City in response to this Request for Proposal.
- 1.5** **“Proposal”** means a proposal submitted to the City in response to this RFP.
- 1.6** **“Provide” “Supply”** shall mean provide and pay for, and supply and pay for.
- 1.7** **“Request for Proposal” “RFP”** means this Request for Proposal, including all Schedules to this Request for Proposal, and any changes the City may from time to time make to this Request for Proposal.
- 1.8** **“Services”** means the provision by the successful Proponent of all services, duties, and expectations as described in this RFP, including in the Business Requirements.

CORPORATION OF THE CITY OF NEW WESTMINSTER

2.0 INTRODUCTION

- 2.1** The City of New Westminster requests Proposals from qualified and experienced companies for engineering services (design and construction administration) for a new underground double walled vacuum monitored split fuel tank to replace the existing underground fuel tanks (22,700 Litre Gasoline, 22,700 Litre Diesel), dispensers, pumps, telemetry, alarms, fire suppression, all necessary equipment and canopy structure. The fuelling facility is located within the City of New Westminster Engineering Operations Yard at 901 First Street.
- 2.2** The replacement system must consider options for future use of the Engineering Operations Works Yard. The project will include demolition of the existing fuelling facility/system (including the underground storage tanks, piping, dispensers and canopy), and restoration and improvement of the site.

Part 1 of this RFP describes the RFP process and sets out general requirements and expectations.

Part 2 of this RFP sets out the Business Requirements, and contains more detailed requirements regarding the services and products sought by the City under this RFP.

Part 3 of this RFP sets out Proposal format and content requirements, which all Proponents are expected to adhere to in preparing their Proposal

3.0 NO CITY OBLIGATIONS TO PROPONENTS

- 3.1** This RFP 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. For clarity, the City shall have no obligations whatsoever to any Proponent until and unless the City and a Proponent enter into a formal, written contract for the Proponent to provide the Services.

4.0 CITY DISCRETION

- 4.1** For clarity, and without in any way limiting the City's rights, prospective proponents should be aware that the City may, at its discretion:
- a) cancel this RFP at any time;
 - b) select a Proposal that deviates from the requirements of this RFP;
 - c) select a Proposal that is not the lowest cost Proposal;
 - d) select a Proposal with a view to engaging the Proponent to provide only some of the Services;
 - e) modify this RFP at any time;
 - f) reject a Proposal for any reason, including where in the City's estimation the personnel and/or resources of the Proponent are deemed insufficient or if the City determines that a Proposal is incomplete or does not comply with a requirement under this RFP;
 - g) not select any Proposals;
 - h) split the provision of the Services requirements between two or more Proponents;
 - i) shortlist one or more Proponents to formally present their Proposal to the City's Evaluation Committee;
 - j) negotiate with one or more Proponents, including with respect to the form of Contract;
 - k) consider and select a late Proposal.

CORPORATION OF THE CITY OF NEW WESTMINSTER

5.0 PROPOSAL INSTRUCTIONS

- 5.1** Proposals should be submitted electronically in one (1) Adobe (PDF) file with “NWRFP-21-23 Submission” in the Subject <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>
- 5.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 5.3** It is the Proponent's responsibility to ensure that the City receives its Proposal prior to the closing time indicated on the title page of this Request for Proposal. The City does not accept facsimile or other unsealed Proposals.
- 5.4** Requests for clarification or further information should be made in writing only to the individual from the City identified on the first page of this RFP. The City may respond to enquiries that it, in its sole discretion, considers relevant to this RFP. The City intends to respond only to those relevant written enquiries received at least ninety-six (96) hours prior to the closing time indicated on the title page of this RFP. The City may 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-proposals-open>

6.0 CONTRACT REQUIREMENTS

- 6.1** The City anticipates that any contract arising from this RFP will be based on the City's Consulting Services agreement and Statement of Work provided by the consultant

7.0 GENERAL CONDITIONS

7.1 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All documents submitted to the City in response to this RFP or as part of any subsequent negotiation will become the property of the City, and will not be returned.

7.2 PROPOSAL CONFIDENTIALITY & FREEDOM OF INFORMATION

Proponents should be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* (FOIPPA) (“Act”). 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.

7.3 CONFIDENTIALITY OF CITY INFORMATION

All information provided by the City to a Proponent in connection with this RFP is provided on a confidential basis, and Proponents will not disclose any such information to any person (other than the Proponent's legal advisers or consultants) without the City's prior written consent, nor may any Proponent publicize or advertise its involvement with this RFP process without the prior written consent of the City.

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7.4 PROPONENT'S EXPENSES

For clarity, 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.

7.5 CONTACTING CITY REPRESENTATIVES

Proponents shall not contact City elected officials, officers or employees directly or indirectly regarding this RFP, except as indicated in this RFP.

7.6 CONFLICT OF INTEREST

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may reject a Proposal if the City considers that selection of the Proponent to enter into a Contract would give rise to a conflict of interest. The Contract may include a clause providing that a failure to disclose, or false or insufficient disclosure of the nature and extent of any relationship the Proponent may have with the City or any of its elected or appointed officials or employees shall be grounds for immediate termination of the Contract, in the City's sole discretion, without compensation from the City.

7.7 INSURANCE

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;
- b) Professional Liability Insurance of one million dollars (\$1,000,000)

7.8 PERMITS AND LICENSES

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

7.9 GOVERNING LAW / JURISDICTION

This RFP shall be governed by and construed in accordance with the laws of the Province of British Columbia which shall be deemed to be the proper law hereof and in so doing the Courts of British Columbia shall have exclusive jurisdiction to determine all disputes and claims arising out of or in any way connected to this RFP.

7.10 COVID-19 GLOBAL PANDEMIC

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.

In submitting a Proposal, the Proponent acknowledges the presence of the COVID-19 virus in Canada and other jurisdictions. The Proponent also acknowledges the consequences and impacts "Known Impacts" of the COVID-19 Pandemic existing as of the date of this Request for Proposal, and said "Known Impacts" have been accounted for by the Proponent within the schedule and pricing.

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8.0 LIVING WAGE EMPLOYER

- 8.1** 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.
- 8.2** 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
- 8.3** The City includes in all its competitive bid documents a Declaration referencing the City’s expectations with regards to compliance of the Policy (attached as Appendix B). **Completion and submission of the Declaration is required prior to Contract award.**
- 8.4** 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.

9.0 EVALUATION CRITERIA AND PROCESS

- 9.1** The City intends to evaluate Proposals in order to identify a Proposal that, in the City’s opinion offers the best value to the City.
- 9.2** The City intends to evaluate Proposals based on the following criteria and weighting:

Evaluation Criteria	Weighting
Capability and Experience	
Relevant Experience	20
Project Manager	5
Project Team	5
Business Processes	
Understanding of Assignment	15
Methodology/Proposed Approach/Work Plan	20
Schedule	15
References	Pass/Fail
Pricing / Fees / Rates	20
Total	100

- 9.3** In evaluating a Proposal, the City may review and investigate the Proponent’s ability to comply with Living Wage Employer requirements of this RFP and the City may choose not to select a Proponent if the City is not satisfied, in its sole discretion, that the Proponent can meet these requirements.
- 9.4** In evaluating a Proposal, the City may contact references and may choose not to select a Proponent where the references are not satisfactory to the City in its sole discretion. The City reserves the right to seek a reference from sources other than those provided by the Proponent.

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- 9.5** In evaluating a Proposal, the City may request financial information regarding a Proponent and may choose not to select a Proponent where the City is not satisfied, in its sole discretion, that the Proponent is in a financial position to perform the Services.
- 9.6** There shall be no obligation on the part of the City to receive further information, whether written or oral, from any Proponent or to disclose the nature of any Proposal received.
- 9.7** The City may invite one or more Proponents for an interview or to provide clarifications of their Proposal(s) and the City may consider the results of such Proponent interview(s) or clarifications in evaluating Proposals.
- 9.8** In evaluating a Proposal, the City may consider qualifications and experience of the Proponent and past performance of the Proponent in providing similar services.
- 10.0** **NEGOTIATIONS**
- 10.1** 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 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
- 10.2** If a written contract cannot be negotiated within fourteen (14) days of notification with the lead Proponent, the City may, at its discretion at any time thereafter, terminate negotiations with the lead Proponent and either enter into negotiations with the next qualified Proponent or cancel the RFP or negotiate with another supplier.



Corporation of the City of
NEW WESTMINSTER

NWRFP-21-23

PART 2

BUSINESS REQUIREMENTS

1.0 CORPORATION OF THE CITY OF NEW WESTMINSTER OVERVIEW

- 1.1** 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.
- 1.2** The City, apart from the standard service and facility offerings of a typical municipality, also operates its own Electrical Utility and police force.

2.0 BACKGROUND

- 2.1** The City of New Westminster requests Proposals from qualified and experienced companies for engineering services (design and construction administration) for a new underground double walled vacuum monitored split fuel tank to replace the existing underground fuel tanks (22,700 Litre Gasoline, 22,700 Litre Diesel), dispensers, pumps, telemetry, alarms, fire suppression, all necessary equipment and canopy structure. The fuelling facility is located within the City of New Westminster Engineering Operations Yard at 901 First Street.
- 2.2** The replacement system must consider options for future use of the City and Engineering Operations. The project will include demolition of the existing fuelling facility/system (including the underground storage tanks, piping, dispensers and canopy), and restoration and improvement of the site.
- 2.3** Proponents are responsible to inspect the existing site and shall fully understand the difficulties and restrictions for execution of the work. Interpretations by the Proponent of the meaning of any section of the contract drawings and specifications herein prior to submitting a price for the work shall not remove the responsibility of completing the work as per the directions of the City, including all costs associated with that work, should the Proponent's interpretation be incorrect.
- 2.4** The project includes removal and installation of a new canopy with lighting that will cover and provide shelter to the dispensing system and the vehicles/ equipment obtaining fuel.
- 2.5** Another challenge relates to the disposal of contaminated material. Additional testing such as analysis for Leachable Benzo and Lead may be required in order to satisfy the receiving facilities that the material is non-Hazardous Waste. The successful Proponent shall contact the relevant disposal facilities and determine their requirements for receiving the contaminated material so that additional testing would not be required during construction.

3.0 BUSINESS REQUIREMENTS

- 3.1** The objective of this contract is to design and construct a new underground double walled vacuum monitored split fuel tank to replace the existing underground fuel tanks (22,700 Litre Gasoline, 22,700 Litre Diesel), dispensers, pumps, telemetry, alarms, fire suppression, all necessary equipment and canopy structure.
- 3.2** Time is of essence to this project.
- 3.3** All works shall comply with Federal and Provincial environmental regulations.

- 3.4** The new main fuelling facility will include, but not be limited to, the following:
- a) One (1) 22,700 Litres underground unleaded gasoline compatible fuel tank. Design shall provide all required piping, vents, fittings, gauges, valves, gaskets, seals, sealants, and any other ancillary items necessary for the fuelling system. All materials, parts, equipment, or components to be added or attached to the unleaded gasoline fuelling system are to be 100% compatible with unleaded gasoline fuel and its vapours.
 - b) One (1) 22,700 Litres underground diesel compatible fuel tank. Design shall provide all required piping, vents, fittings, gauges, valves, gaskets, seals, sealants, and any other ancillary items necessary for the fuelling system. All materials, parts, equipment, or components to be added or attached to the diesel fuelling system are to be 100% compatible with diesel fuel and its vapours.
- 3.5** The project includes removal and installation of a new canopy with lighting that will cover and provide shelter to the dispensing system and the vehicles/ equipment obtaining fuel.

4.0 PROPONENT QUALIFICATIONS

- 4.1** The Proponent team must be able to show that it has at least five (5) years' experience in relevant comparable engineering/construction projects. The Proponent team is required to have a qualified team for civil, mechanical, and electrical engineer to design required components. The City expects the successful Proponent team to produce and seal all engineering drawings associated with the project.

5.0 SUMMARY OF WORK

- 5.1** The work will include but not necessarily be limited to the activities listed below:

5.2 Pre-Construction Services

- a) **Project Start-Up**
 - 1) Carry out thorough site inspection to familiarize project team with the subject area
 - 2) Attend project initiation meeting with City staff
- b) **Topographic Survey (Total Station or GPS survey)**
 - 1) A topographic survey is required.
 - 2) Consultant is responsible for preparing the base plan based on the registered Land Title Office plans and the survey pickup to allow for proper layout of the property lines.
 - 3) Consultant will be able to include the property impact drawing as part of design package.
 - 4) The survey works need also to be extended about 30 meters into the side streets if required.
- c) **Geotechnical Investigation**
 - 1) A geotechnical investigation is required.
- d) **Environmental Investigation:**
 - 1) Environmental investigation is required.
- e) **Outside Agencies Approval**
 - 1) Liaise with outside agencies such as Ministry of Environment (MoE), and other agencies to obtain their approvals.

f) **Detailed Design:**

- 1) Submit detailed design (30%, 70%, and 90%) consideration of Best Management practices, fibre optic conduit, communication, and power conduits to the City team for review and comment. Future use consideration of common trench, asphalt paving, pavement markings, landscaping, lighting, and road reconstruction.
- 2) Allow for two meetings during the detail design
- 3) Identify locations where the pre-locating of the existing utilities is required
- 4) The proposal is to include an allowance for submission of the design package for City review and revision as required. Allow for 3 revisions after 90%
- 5) Provide Class "A" construction cost estimate.

g) **Tendering Assistance:**

- 1) Prepare specifications, summary of work, and schedule of quantities for tendering. The City will issue the Tender and manage the tendering process.
- 2) Review any bidder questions, and provide answers and/or addenda as requested by the City.
- 3) Review the submitted Tenders, provide the City with a written assessment of tenders received, and make recommendation for award based on this review.

5.3 Construction Services (Initiation):

- a) Review and reinforce contractor's traffic management plans.
- b) Submit preconstruction photos/video of construction site
- c) Conduct Pre-Construction meeting(s), take and distribute minutes

5.4 Construction Services (Inspection and Administration):

- a) Provide contract administration based on the specifications and MMCD Platinum Contract including the City's Supplementary General Conditions, including, but not limited to, providing daily reports, preparation of progress claims, attend weekly meeting with the Contractor and act as liaison between the City and the Contractors.
- b) Provide field inspection services during construction. The construction field inspection will be part time; however, the City might require full time inspection at certain dates depending on the work progress on site.
- c) Provide daily report along with photos of construction as required.
- d) Obtain all required approvals, testing, and documentation for all works.
- e) Work with the City's representative, to review all contract terms that are of a technical nature.
- f) Complete the Certificate of Completion and Notice of Certification of Completion in accordance with the *Builder's Lien Act*. The City will provide the correct forms to the Consultant.

5.5 The Consultant will be responsible for any Letters of Assurance associated with their Design and associated Work when required.

6.0 SCHEDULE

6.1 The anticipated timeline for the RFP is currently as follows; however the City reserves the right to modify the actual timing and sequence of events:

Activity	Anticipated Timing
RFP Closes	August 2021
Proponent Selected	September 2021
Work to start	September 2021
Tender ready design & specifications	December 2021
Tender issue	January 2022

6.2 A more detailed schedule will be finalized with the successful Proponent.

7.0 MATERIALS AVAILABLE TO SUCCESSFUL PROPONENT

7.1 The City will provide template document information for the successful Proponent to complete where required.

8.0 DELIVERABLES

8.1 The consultant will provide:

- a) Detailed drawings;
- b) Quantities and construction cost estimate;
- c) Schedule of quantities and specifications for tender-contract documents;
- d) Review of submitted tenders and recommendation for tender award;
- e) Inspection of works;
- f) Contract Administration;
- g) Record drawings.



Corporation of the City of
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NWRFP-21-23

PART 3

PROPOSAL FORMAT AND CONTENT REQUIREMENTS

1.0 PROPOSAL COVER PAGE

Proposals are to include the following Cover Page, completed by the Proponent:

NWRFP-21-23

Replacement of the Municipal Fuel Tanks and Facility

Closing Time:

Thursday, August 26, 2021
3:00 PM, Local Time, Vancouver BC

Closing Location:

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

PROPONENT 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 the Request for Proposal, we hereby propose to supply the Services in accordance with the Request for Proposal and as outlined in this Form of Proposal.

2.0 REQUEST FOR PROPOSAL DOCUMENTS

2.1 The RFP Documents include the following documents attached to this Form of Proposal

<u>Appendix Title</u>	<u>Appendix Number</u>
RFP Submission Requirements	Appendix A
Declaration – Living Wage Employer	Appendix B
References	Appendix C
Absence of Conflict of Interest	Appendix D
Sample Statement of Work	Appendix E

3.0 PROPOSAL FORMAT

3.1 All Proposals should include the following information and in the same sequence of topics and numbered accordingly.

3.2 Sequence of topics:

- 1) Proponent Information - signed
- 2) Appendix A – RFP Submission Requirements – provide all requested information
- 3) Appendix B – Declaration – Living Wage Employer - signed
- 4) Appendix C – References
- 5) Appendix D – Absence of Conflict of Interest
- 6) Appendix E – Sample Statement of Work

3.3 Please provide a Table of Contents.

3.4 Proposals should be concise and directed to the requirements of this RFP. Proposals should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point.



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APPENDIX A

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Submission Requirements

- Proponents should provide the information required under each heading clearly and concisely.
- Note any page number restrictions for each question, where applicable.
- Any attachments required to supplement your response should be clearly cross-referenced and included in your Proposal package.
- Do not respond to any questions in this RFP by referencing another question or information that has been submitted to the City outside of this RFP.

1.0	Company Profile
1.1	Please provide name, address, telephone and web site of your firm;
1.2	A brief overview of your firm, including size, years in service, and other relevant information.

2.0	Capability and Experience
2.1	Provide a one (1) page biography for each of your key employees who will be working on the project. Provide a list of key subconsultants or companies you will be using for this project.
2.2	Provide the name and outline the relevant experience of the Proposed Project Manager.
2.3	Provide the name and outline the experience of the Inspector.
2.4	Provide at least three (3) examples of projects that you have undertaken in the past five (5) years that are similar in scope or scale to this project (maximum two pages per example). For each example provide the following: <ul style="list-style-type: none"> • Names of references from the project, the City may contact the references to assess performance of your firm • Outline your organizations role in the project • The approach to design/prepare documents, and provide inspection and contract administration services on the project.
2.5	Describe your biggest challenge encountered in one of the projects listed in question 2.4 above and how you resolved it

3.0	Business Processes
3.1	Provide an overview based upon the requirements outlined in Part – 2, Business Requirements and how you will deliver the project. (Maximum of 5 pages) <ul style="list-style-type: none"> • Ensure you are very clear on how you propose to meet each of the requirements. • Ensure you are very clear about the risks you perceive, and how you propose to manage risk
3.2	Provide a schedule of effort (spreadsheet format) for this project. Note that the spreadsheet is meant only for the Proponent to demonstrate the Proponent’s anticipated resource allocation for the proposed Scope of Services.

3.3	Include a draft Statement of Work (SOW) with your submission. A Statement of Work (SOW) is a narrative description of the required work. It stipulates the deliverables or services required to fulfil the contract, and it defines the task to be accomplished or services to be delivered in clear, concise, and meaningful terms. The final SOW will be developed by the City and the successful Proponent and will be included in the Agreement. A sample Statement of Work is included in this RFP as Appendix E.
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4.0	Schedule
4.1	Provide an overview of your proposed timelines, indicate all major milestones and a list of resources you will require from the City and when.

5.0	Pricing
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5.1	<p>Pre and Post Construction Services The Proposal should include a summary of pricing and rates, and a schedule of effort and pricing (spreadsheet format) based on hourly rates and separated into the following components:</p> <ul style="list-style-type: none"> a) Project Management b) Design and Construction cost estimate c) Preparation of contract specifications and documents d) Tender Phase – review and recommendations of tender submissions e) Record Drawings <p>Note that the spreadsheet is meant only for the Proponent to demonstrate the Proponent’s anticipated resource allocation for the proposed Scope of Services.</p> <p>The pre and post construction services are a maximum upset fee for a fixed scope of work. The fee and scope of work will be finalized during contract negotiations with the selected proponent. The Consultant shall not exceed the maximum amount as agreed with the City without prior written authorization. Scope changes requiring fees beyond the agreed amount must be authorized by the City before work begins on the additional work. Scope changes will be authorized with a formal Contract Amendment signed by City and the Consultant.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th colspan="3" style="text-align: center;">Pre and Post Construction Services</th> </tr> <tr> <th style="width: 10%;">Item</th> <th style="width: 60%;">Description</th> <th style="width: 30%;">Fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">a</td> <td>Project Management including all meetings</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">b</td> <td>Design and Construction cost estimate</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">c</td> <td>Preparation of contract specifications and documents</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">d</td> <td>Tender Phase including review and recommendations of tender submissions</td> <td style="text-align: center;">\$</td> </tr> <tr> <td style="text-align: center;">e</td> <td>Record Drawings</td> <td style="text-align: center;">\$</td> </tr> <tr> <td></td> <td style="text-align: right;">Total</td> <td style="text-align: center;">\$</td> </tr> </tbody> </table>	Pre and Post Construction Services			Item	Description	Fee	a	Project Management including all meetings	\$	b	Design and Construction cost estimate	\$	c	Preparation of contract specifications and documents	\$	d	Tender Phase including review and recommendations of tender submissions	\$	e	Record Drawings	\$		Total	\$
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e	Record Drawings	\$																							
	Total	\$																							

<p>5.2</p>	<p>Construction Services The Proposal should include fees/rates for construction phase services, separated into the following components:</p> <ul style="list-style-type: none"> a) Part-time inspection of works – per week of construction b) Full time inspection of works – per week of construction c) Contract administration – per week of construction <table border="1" data-bbox="358 428 1334 722" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Construction Services</th> </tr> <tr> <th style="width: 10%;">Item</th> <th style="width: 60%;">Description</th> <th style="width: 30%;">Fee</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">a</td> <td>Part-time Inspection</td> <td style="text-align: right;">\$ /week</td> </tr> <tr> <td style="text-align: center;">c</td> <td>Full-time Inspection</td> <td style="text-align: right;">\$ /week</td> </tr> <tr> <td style="text-align: center;">b</td> <td>Contract Administration</td> <td style="text-align: right;">\$ /week</td> </tr> </tbody> </table> <p>The City and selected consultant will finalize the fees/rates for the construction period after the City awards the tender for construction.</p>	Construction Services			Item	Description	Fee	a	Part-time Inspection	\$ /week	c	Full-time Inspection	\$ /week	b	Contract Administration	\$ /week
Construction Services																
Item	Description	Fee														
a	Part-time Inspection	\$ /week														
c	Full-time Inspection	\$ /week														
b	Contract Administration	\$ /week														
<p>5.3</p>	<p>Disbursements: The Proposal should include an estimate of project related disbursements. The disbursements which will be reimbursed at cost will include the following:</p> <ul style="list-style-type: none"> a) Reproduction of client requested drawings and reports; b) Delivery of drawings, reports including courier, postage etc.; c) All necessary documents required to obtain all permits and approvals from the authorities having jurisdiction. <p>All other expenses must be included in the fee proposal.</p>															
<p>5.4</p>	<p>Provide an hourly rate for key personnel.</p>															
<p>5.5</p>	<p>Provide any additional costs associated with this project.</p>															



Corporation of the City of
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APPENDIX B

DECLARATION – LIVING WAGE EMPLOYER



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:



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APPENDIX C

REFERENCES

REFERENCES

Please provide three (3) references for companies 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 Proponent. The City may not enter into any contract with any Proponent whose references, in the City’s sole opinion, are found to be unsatisfactory. The City reserves the right to seek a reference from sources other than those provided by the Proponent.

1.2 Description of services provided can be expanded but limited to one (1) page per Reference.



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APPENDIX D

ABSENCE OF CONFLICT OF INTEREST

Absence of Conflict of Interest

The City reserves the right to reject Proposals from Proponents, who in the opinion of the City, are in conflict of interest, in relation to the Services described in the RFP. The determination of a conflict will be in the sole discretion of the City.

1. State if there is a conflict, or potential conflict of interest, that may exist with provisions of the Services to the City.	Yes No
2. If you have answered “Yes” to Question 1 noted above , please provide a description of the nature of the conflict of interest below:	



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APPENDIX E

SAMPLE STATEMENT OF WORK

A MS Word version of the Statement of Work has been posted separately.

STATEMENT OF WORK – NAME OF WORK

Primary Contact Information	
Owner	City of New Westminster
Project Name:	Enter Project Name
City Project Manager:	
Telephone No.:	
Email Address:	
Mailing Address	511 Royal Avenue New Westminster, BC V3L 1H9
Consultant Name:	
Project Manager:	
Telephone No.:	
Email Address:	
Mailing Address	

Introduction

This Statement of Work has been prepared for the Enter Name of Project. This Statement of Work document outlines key project information, including objectives, scope of work, tasks, milestones/schedule, deliverables, and standards and testing specification documents that will be used. It also outlines how project success will be defined, and how the project will be budgeted and invoiced.

Project Objective

Enter the Project Objective(s)

Scope of Work

List (in point form) the scope of work:

- Task 1
- Task 2
- Task 3
- etc.

City's Responsibilities

List what the City will do / provide

- Item 1
- Item 2
- Item 3
- etc.

Tasks

-Detailed tasks as outlined in proposal document.

- Task 1
- Task 2
- Task 3
- Etc.
-

Milestone/Schedule

Deliverables

- Item 1
- Item 2
- Etc.
-

-

Standards & Testing

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Define Success

This section will be developed by the Owner and Consultant

