



REQUEST FOR PROPOSAL

NWRFP-24-12

Engineering Services - Massey Heights Street Lighting Program

The City is seeking submissions from qualified Proponents for **Engineering Services - Massey Heights Street Lighting Program** in New Westminster.

Closing Time:

Thursday, July 18, 2024
3:00 PM, Local Time, Vancouver BC

Closing Location:

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

Further requests for information :

Heather Rossi
Procurement Specialist

Email: nwpurchasing@newwestcity.ca

CORPORATION OF THE CITY OF NEW WESTMINSTER

TABLE OF CONTENTS

PART 1 RFP PROCESS & GENERAL REQUIREMENTS 3

1.0 Definitions 3

2.0 Introduction 4

3.0 Proponent Qualifications 4

4.0 No City Obligations To Proponents 4

5.0 City Discretion 4

6.0 Proposal Instructions 5

7.0 Contract Requirements 5

8.0 General Conditions 5

9.0 Living Wage Employer 6

10.0 Evaluation Criteria and Process 7

11.0 Negotiations 8

PART 2 BUSINESS REQUIREMENTS 9

1.0 Background 10

2.0 Business Requirements 10

3.0 Summary of Work 10

4.0 Schedule 13

5.0 Materials Available To Successful Proponent 13

6.0 Deliverables 13

PART 3 PROPOSAL FORMAT AND CONTENT REQUIREMENTS 14

1.0 Proposal Cover Page 15

2.0 Request For Proposal Documents 16

3.0 Proposal Format 16

APPENDIX A – PROPOSAL SUBMISSION REQUIREMENTS 17

APPENDIX B – DECLARATION, LIVING WAGE EMPLOYER 22

APPENDIX C – REFERENCES 24

APPENDIX D – ABSENCE OF CONFLICT OF INTEREST 26

APPENDIX E – SAMPLE STATEMENT OF WORK 28

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 is seeking a qualified consultant to work with on the Massey Victory Heights residential street lighting improvement program, which includes installing new street light poles, base, luminaires, junction boxes, conduits, and service panels.
- 2.2** The consultant will help the City to plan and execute its replacement program efficiently, systematically, and in a coordinated manner

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 PROPONENT QUALIFICATIONS

- 3.1** Proponents should have at least ten (10) years' experience in electrical engineering with a P.Eng accreditation.
- 3.2** Proponents should have specialized experience in detailed electrical design, construction tender services, contract administration, and testing services

4.0 NO CITY OBLIGATIONS TO PROPONENTS

- 4.1** 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.

5.0 CITY DISCRETION

- 5.1** 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

6.0 PROPOSAL INSTRUCTIONS

- 6.1** Proposals should be submitted electronically in one (1) Adobe (PDF) file with “NWRFP-24-12 Submission” in the Subject to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions
- 6.2** The City will receive Proposals at the location and time indicated on the title page of this Request for Proposal.
- 6.3** 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.
- 6.4** 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 seven (7) calendar days prior to the closing date and 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>

7.0 CONTRACT REQUIREMENTS

- 7.1** 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. https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement_policy.php

8.0 GENERAL CONDITIONS

8.1 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.

8.2 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.

8.3 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.

CORPORATION OF THE CITY OF NEW WESTMINSTER

8.4 PROONENT'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.

8.5 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.

8.6 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.

8.7 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 two million dollars (\$2,000,000)

8.8 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.

8.9 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.

9.0 LIVING WAGE EMPLOYER

9.1 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 \$25.68 per hour, assuming the employer provides no benefits.

9.2 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

CORPORATION OF THE CITY OF NEW WESTMINSTER

- 9.3** 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.**
- 9.4** 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.

10.0 EVALUATION CRITERIA AND PROCESS

- 10.1** 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.
- 10.2** The City intends to evaluate Proposals based on the following criteria and weighting:

Evaluation Criteria	Weighting
Capability and Experience	30%
Business Processes	30%
Value Add ¹	5%
Social and Sustainability	5%
Schedule	10%
Pricing / Fees / Rates	20%
References	Pass/Fail
Total	100

¹ Value Add will be evaluated based on a qualitative description of the value that the Respondent adds as a result of the combination of project team experience and skills. Value Add in this context does not refer to ‘extras’ or additional scope. Additional, or out of scope, services will not be considered.

- 10.3** 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.
- 10.4** 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.
- 10.5** 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.
- 10.6** 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.
- 10.7** 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.

CORPORATION OF THE CITY OF NEW WESTMINSTER**11.0 NEGOTIATIONS**

- 11.1** 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
- 11.2** 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-24-12

PART 2

BUSINESS REQUIREMENTS

CORPORATION OF THE CITY OF NEW WESTMINSTER

1.0 BACKGROUND

- 1.1** The City of New Westminster, with a population of approximately 80,000 is located at the centre of the Metro Vancouver region. New Westminster is experiencing significant growth through urban redevelopment. Located at the centre of the regional transportation network, New Westminster experiences disproportionately high regional traffic volumes as major arterials, bridges, goods movement corridors, railways, etc. traverse through the city.
- 1.2** A study undertaken by DMD & Associates in 2009 documented that the neighbourhood of Massey Victory Heights has street lighting below recommended levels. The Massey Victory Heights (MVH) Street Lighting Improvement project was initiated to address two main issues: the increasing number of electrical failures due to aging infrastructure and the existing street and sidewalk lighting levels in the neighbourhood, which do not meet current Illuminating Engineering Society of North America (IESNA) and Transportation Association of Canada (TAC) recommendations.
- 1.3** The Massey Victory Heights Street Lighting Improvement project is defined by two main areas:
- a) Massey Victory Heights neighbourhood – constituting an area from Tenth Avenue to Eighth Avenue, between McBride Boulevard and E. Columbia Street
 - b) Sapperton neighbourhood – constituting an area from E. Eighth Avenue and Tenth Avenue between Cumberland Street and McKay Street, in addition, Blair Avenue, Buchanan Street, Sapper Street, and Miner Street are included in this project.

2.0 BUSINESS REQUIREMENTS

- 2.1** The project will affect residents within the project area, as well as people who park motor vehicles within this area. Institutions that will benefit from the increased lighting and may be affected by the project include FW Howay Elementary School.
- 2.2** The City's objective for this project is to deliver a street lighting system for MVH in order to:
- a) Replace the existing electrical network of direct-buried wires with new infrastructure that is compliant with the latest Canadian Electrical Code
 - b) Meet IESNA and TAC recommended lighting requirements.
 - c) Improve walking and driving experience by increasing lighting levels for safety and guidance.
- 2.3** The project will replace the aging electrical infrastructure, which consists of mainly direct buried wires with a network of City-approved poles, bases, LED luminaires, conduits, junction boxes, and service panels. The project will aim to achieve the recommended IES RP-8 Lighting Design Criteria for Streets and recommended values for pedestrian areas. To minimize costs, the use of existing single sided electrical corridors or pole alignments will be preferred over installation of new corridors. The project will exclude construction of any new sidewalks.

3.0 SUMMARY OF WORK

- 3.1** The Consultant is responsible for the overall liaison and management of the Project to ensure the proper execution of the project and for other duties as required under the Business Requirements and Summary of Work. The Consultant shall exercise the standards of care, skill, and diligence provided by a professional engineer specializing in the performance of services similar to those contemplated by the project. If the Consultant engages the services of a specialist or sub-

CORPORATION OF THE CITY OF NEW WESTMINSTER

consultant, the Consultant shall be responsible for the works of this specialist and of persons directly or indirectly employed by the Consultant.

3.2 **Pre-Construction (Initiation) Services:**

- a) Conduct an initial assessment of the existing mixture of post-top and davit style street lighting poles around MVH to determine the optimal street lighting spacing of the area to ensure adequate lighting coverage and uniformity.
- b) Use locaters and hydrovac contractor to identify the utilities that may be affected by the street lighting replacement project.
- c) Develop a detailed project plan outlining the schedule, sequencing, and logistics for the pole replacement activities.

3.3 **Pre-Construction (Community Communication and Outreach) Services:**

- a) Communicate with residents, businesses, and other stakeholders to provide updates on the progress of the pole replacement project and address any concerns or inquiries.
- b) Provide information on safety precautions, traffic detours, and other relevant details to minimize disruptions and ensure public awareness.
- c) Cooperate with the City and affected owners and tenants under or adjacent to the structures

3.4 **Pre-Construction (Design) Services:**

- a) Develop detailed technical specifications for the replacement poles, including height, material, wind load capacity, and foundation requirements.
- b) Determine the optimal placement and spacing of replacement poles to achieve desired lighting levels and coverage.
- c) Design services for electrical utility distribution infrastructure according to B.C Hydro standards
- d) Add communication infrastructure with any new street lighting installations. Joint trench installation and design to be reviewed by the City's BridgeNet fiber group.
- e) Obtain necessary permits and approvals from local authorities and regulatory agencies for the replacement project.
- f) Ensure compliance with relevant codes, standards, and regulations governing street lighting design, installation, and operation.
- g) Work with City Arborist to protect existing trees during construction
- h) Complete preliminary archaeological considerations (if required)
- i) Prepare engineering design drawings outlining the sequence of work and the description of the work
- j) Provide preliminary cost estimate and preliminary design report (Class C)
- k) Prepare 90% detailed design drawings which shall include the following:
 - 1) Design of all components of the infrastructure
 - 2) Complete environmental, archaeological and other related reports (if required)
- l) Incorporate City's 90% design review comments into the final design;
- m) Provide 100% design drawings which include a final design memo together with supporting drawings and specifications in the form of a letter to the City
- n) Provide a Class A cost estimate in the form of the final contract schedule of quantities.
- o) Plan for monthly progress meetings and progress reports to be submitted to the City's representative

CORPORATION OF THE CITY OF NEW WESTMINSTER

3.5 Pre-Construction Tender Services

- a) Prepare drawings for tendering and construction purposes.
- b) Complete design drawings (issued for tender – signed and sealed)
- c) Prepare Contract Documents including technical specifications (signed and sealed), measurement and payment information, special provisions sections, and the contract tender form (the City will issue the tender)
- d) Aid in responding to questions during the tender (City will prepare and issue all addenda), revise drawings and revise specifications, if required, during the tendering processes
- e) Review the submitted Tenders, provide the City with a written assessment of tenders received, and make recommendation for award based on this review.
- f) Prepare construction work plan and contract schedule reflecting third party utility relocations and approvals, if required

3.6 Construction Services (Initiation):

- a) Review and reinforce contractor's traffic management plans.
- b) Conduct Pre-Construction meeting, take and distribute minutes
- c) Review contractor submissions (i.e. repair products, material data sheets, shop drawings, procedures, etc.).

3.7 Construction Services (Inspection and Administration):

- a) Provide contract administration including, but not limited to, providing daily reports, preparation of progress claims
- b) Attend weekly meeting with the Contractor and act as a liaison between the City and the Contractor.
- c) Provide field inspection as required during the Construction to ensure conformance to design and quality control
- d) Notify Contractor of delay issues
- e) Review Contractor's plan to get back on schedule
- f) Negotiate time extensions due to change orders or other delays
- g) Issue Site Instruction and Field Directives as required
- h) Assist the City in change order negotiations, perform quantity and cost analysis as required, draft responses and track claim status
- i) Review, comment, and facilitate responses to requests for information
- j) Provide contract administration and preparation of progress claims for the Contract, as per the MMCD Contract General Conditions and the City's Supplementary General Conditions.
- k) Obtain all required approvals, testing, and documentation for all works.
- l) Work with the City's representative, to review all contract terms that are of a technical nature.
- m) Complete the Certificate of Completion and Notice of Certification of Completion in accordance with the *Builder's Lien Act*. The City will provide the template forms to the Consultant

3.8 Construction Services (Site restoration)

- a) Bidders must restore the site to the condition documented in the pre-construction site survey
- b) All environmental protection measures must be maintained or reinstated as per the pre-construction state (i.e. erosion control, water runoff management, vegetation restoration)
- c) Any infrastructure or utilities disrupted during construction must be restored to their original condition or improved (i.e. roads, pathways, drainage systems, utility connections). All construction debris, waste materials, and temporary structures must be removed from the site
- d) The restored site will be subject to inspection and approval by the client or a designated representative

CORPORATION OF THE CITY OF NEW WESTMINSTER

- e) Bidders are required to maintain the restored site for a specified period post-construction to ensure the stability and sustainability of the restoration efforts

3.9 Post-Construction Services

- a) Conduct thorough testing and commissioning of the replacement poles to verify structural integrity, electrical performance, and compliance with design specifications.
- b) Adjust lighting fixtures, controls, and aiming angles as necessary to achieve desired lighting levels and distribution.
- c) Prepare As-Constructed drawings in AutoCAD format, in accordance with the City’s GIS standards. Provide the City with one (1) digital copy and three (3) hard copies of As-Constructed drawings, as well as the field ‘red line’ drawings.
- d) Conduct Warranty review at six (6) months and (12) months after construction completion

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

4.0 SCHEDULE

4.1 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	July 2024
Proponent Selected	July 2024
Work to start	August 2024
Work to be completed	TBD

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

4.3 The City expects that the Consultant will initiate work within 3 days of issuance of Notice to Proceed.

5.0 MATERIALS AVAILABLE TO SUCCESSFUL PROPONENT

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

6.0 DELIVERABLES

6.1 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;
- h) Maintenance plan outlining ongoing maintenance requirements and procedures.



Corporation of the City of
NEW WESTMINSTER

NWRFP-24-12

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-24-12**Engineering Services - Massey Heights Street Lighting Program****Closing Time:**

Thursday, July 18, 2022
3:00 PM, Local Time, Vancouver BC

Closing Location:

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

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 on 8 ½ x 11” white paper, in a font colour of black and not less than 11 point.



Corporation of the City of
NEW WESTMINSTER

NWRFP-24-12

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 – examples of submission requirements
2.1	Provide a one (1) page biography of your key employees who will be working on the 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 and 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	If applicable, provide a list of key consulting companies or consultants you will be using for this project. For each company or individual indicate their role and experiences on projects similar in scope to this project.
2.6	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 the requirements.
3.2	Indicate the availability of the proposed resources to perform the work. Indicate who would be the backup team member, in the event that the primary contact or team member is unavailable

3.3	How do you ensure effective communication and collaboration with clients throughout the project?
3.4	What is your typical process for assessing our needs and developing a tailored solution?
3.5	What is your approach to managing project timelines, budgets, and resources?
3.6	How do you handle unexpected challenges or changes during a project?
3.7	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.
3.8	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 F.

4.0	Value Add
4.1	<p>Describe any unique contributions your organization can deliver to the City and to this project. You may wish to discuss one or more of the following:</p> <ul style="list-style-type: none"> • Your perceived value-add not captured elsewhere in the response. • Other considerations that are not covered in the RFP, such as a particular combination of skills, knowledge, and experience, and/or the particular approach you are proposing • What sets your proposal and your team apart from another team that may be competing for this assignment? <p>Value-added contributions must not be optional offerings that could be provided at additional cost to the basic contract</p>

5.0	Social and Sustainability
5.1	Explain your social and sustainability policy and process
5.2	Explain how your company addresses anti-racism, diversity, inclusion and equity
5.3	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?

6.0	Schedule
6.1	Provide an overview of your proposed timelines, indicate all major milestones and a list of resources you will require from the City and when.

7.0	Pricing
-----	----------------

7.1

Pre and Post Construction Services

The Proposal should include a summary of pricing and rates, and a schedule of effort (spreadsheet format) based on hourly rates and separated into the following components:

- a) Project Management
- b) Project Initiation
- c) Community Communication and Outreach
- d) Design and Construction cost estimate
- e) Tender Phase
- f) Testing and Commissioning
- g) Lighting Adjustments
- h) Record Drawings
- i) Warranty Review

Note that the spreadsheet is meant only for the Proponent to demonstrate the Proponent’s anticipated resource allocation for the proposed Scope of Services.

The pre and post construction services are defined as 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

Pre and Post Construction Services		
Item	Description	Fee
a	Project Management including all meetings	\$
b	Project Initiation	\$
c	Community Communication and Outreach	\$
d	Design and Construction cost estimate	\$
e	Tender Phase including review and recommendations of tender submissions	\$
f	Testing and Commissioning	\$
g	Lighting Adjustments	\$
h	Record Drawings	\$
i	Warranty Reviews	\$
	Total	\$

<p>7.2</p>	<p>Construction Services The Proposal should include fees/rates for construction phase services, separated into the following components: a) Full-time inspection of works – per week of construction b) Part-time inspection of works – per week of construction c) Contract administration – per week of construction</p> <table border="1" data-bbox="358 443 1333 737"> <thead> <tr> <th colspan="3">Construction Services</th> </tr> <tr> <th>Item</th> <th>Description</th> <th>Fee</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>Part-time Inspection</td> <td>\$ /week</td> </tr> <tr> <td>b</td> <td>Full-time Inspection</td> <td>\$ /week</td> </tr> <tr> <td>c</td> <td>Contract Administration</td> <td>\$ /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	b	Full-time Inspection	\$ /week	c	Contract Administration	\$ /week
Construction Services																
Item	Description	Fee														
a	Part-time Inspection	\$ /week														
b	Full-time Inspection	\$ /week														
c	Contract Administration	\$ /week														
<p>7.3</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: 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> <p>All other expenses must be included in the fee proposal.</p>															
<p>7.4</p>	<p>Provide an hourly rate for key personnel.</p>															
<p>7.5</p>	<p>Provide any additional costs associated with this project.</p>															



Corporation of the City of
NEW WESTMINSTER

NWRFP-24-12

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:



Corporation of the City of
NEW WESTMINSTER

NWRFP-24-12

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.



Corporation of the City of
NEW WESTMINSTER

NWRFP-24-12

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:	



NWRFP-24-12

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: <ul style="list-style-type: none"> • 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

--

Define Success

This section will be developed by the Owner and Consultant.

