



Corporation of the City of
NEW WESTMINSTER

REQUEST FOR PRE-QUALIFICATION

NWRFQU-21-01

General Contractors

for

**Drainage Pump Station Replacement
Boundary Road Pump Station**

**Closing time:
Tuesday, February 9, 2021
3:00 P.M., Local Time**

Closing location:

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

All requests for further information must be made
on or before Tuesday, February 1, 2021 in writing and only to

Heather Rossi, Intermediate Buyer

City of New Westminster

Email: nwpurchasing@newwestcity.ca

COMPANY NAME

Address

Contact Name

Telephone

Email

Signature

Dated

CORPORATION OF THE CITY OF NEW WESTMINSTER

A. Overview

The City of New Westminster invites submissions to this Request for Pre-Qualification (RFQU) for **General Contractors** to submit a bid on a future Request for Proposals for the Boundary Road Drainage Pump Station Replacement. The City anticipates that the work will be completed under a MMCD 2019 Contract.

The City is planning to construct a new drainage pump station with pile foundation, cast-in-place reinforced concrete structures (MCC and Genset Buildings). The work also includes decommissioning and demolishing the existing Drainage Pump Station.

The City anticipates the following schedule:

Issue Request for Proposal March 10, 2021

Contract Award by April 14, 2021

Construction Start by May 17, 2021

Substantial Completion of New Pump Station by November 30, 2021

Completion of all Work by February 11, 2022

The City reserves the right to utilize the list of qualified general contractors from this Request for Pre-Qualifications without issuing another Request for Pre-Qualifications for any pump station projects that are approved within the next four (4) years.

This is a request for Pre-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.

B. Scope - Basic Requirements and Preferences

The City anticipates that the following would become key components of the proposed work:

- Construction of a new drainage pump station with pile foundation, cast-in-place reinforced concrete structures (MCC and Genset Buildings)
- Construction of a new 1200 mm twin concrete culverts from the new wet well to water side of raised dike c/w a new concrete head wall and metal screen
- Supply and install mechanical and electrical equipment (the City is in the process of pre-purchasing the pumps, tubes and Genset for the project)
- Decommissioning and demolishing the existing Boundary Road Drainage Pump Station and dispose of waste equipment and materials
- Station testing and commissioning
- Completing site restoration and reinstatement as per Contract Drawings and Specifications

C. Content of Response

Interested general contractors should provide submissions with

- a transmittal letter prepared on the Respondent's business stationery, the letter must be signed by an individual who is authorized to bind the Respondent to all statements contained in the RFQU.
- an Executive Summary with a brief review of the Respondent's understanding of the project;
- a letter of confirmation from a duly licensed Canadian Surety clearly stating:
 - the name and address of the Respondent for which the confirmation letter is being provided;
 - the Respondent is in good standing with the Surety;
- a completed CCDC-11 2019 Contractor's Qualification Statement (or document with equivalent information)

Respondents shall provide details relating to a minimum of five (5) years' experience in:

- Installation of large submersible sewer pump stations including wet well, electrical and control components
- Installation of cofferdam and sheet piling
- Construction of structures on piles
- Dewatering using well pointing

The response to this Request for Pre-Qualification should also include:

- Information that clearly demonstrates the Respondent's previous experience with pump station construction projects in excess of \$3 million;
- The name and qualifications of the proposed Project Manager; including experience with projects of a similar scope and magnitude
- The name and qualifications of the proposed Site Superintendent; including experience with projects of a similar scope and magnitude
- Information on three to five similar projects the Respondent has completed. Focus on projects that are comparable in scope and magnitude to the Boundary Road Drainage Pump Station Replacement. 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)
- A corporate profile to include complete corporate organization and ownership including holding companies and subsidiaries, major shareholders and the number of years in business;
- Information identifying what percentage of work is normally performed with in-house personnel.

D. Evaluation

The City intends that an Evaluation Team, consisting of City staff, consultants, and experts selected by the City, will review Responses to determine:

1. If there is an advantage to proceed to an Request for Proposal, and
2. A list of Respondents to be included in that Request for Proposal process.

The City intends to evaluate Responses on the following criteria and weighting:

Evaluation Criteria	Weighting
Minimum Experience	Pass/Fail
Company's, Project Manager's, Site Superintendent's References	Pass/Fail
Respondent's Technical Qualifications	20%
Project Manager's qualifications and experience on similar projects	25%
Site Superintendents qualifications and experience on similar projects	25%
Respondent's experience with similar work	30%
Total	100

Respondents must score at least 70% to be included on the Qualified Contractor List for the Request for Proposal process

The City will notify each Respondent of the outcome of the evaluation process.

E. Instructions for Responses

1. **Form of Response**

- a) Responses should be submitted electronically in one (1) Adobe (PDF) file to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G> with "NWRFQU-21-01 General Contractors" in the subject line.
- b) The City may reproduce any of the responses and supporting documents for internal use or for any other purpose required by law.
- c) Responses must be submitted to the on or before the stated Closing Time **Tuesday, February 9, 2021,**
- d) The clock at the City's FTP site is the official clock.
- e) Responses received after the deadline will be returned unopened and will not be considered.

2. **Contacts**

- a) Except for the contacts stated herein, Respondents shall not contact City officers, City employees or elected officials directly or indirectly regarding this Request for Pre-Qualification.

3. **Addenda**

- a) During the course of this Request for Pre-Qualifications process, the City may choose to provide additional information and clarifications or to make modifications to this process. The City intends to post these addenda on the City's website and to reference them on BC Bid as being available for download on the City's website. It is the responsibility of the Respondent to monitor the website regularly to check for updates.

4. **Signatures**

- a) All responses should be signed by the Respondent and contain the Respondent's full name and address. All responses should contain the completed cover page to the RFQU document.

F. General

1. **Ownership of responses and Freedom of Information**

- a) All documents submitted to the City of New Westminster in response to this RFQU will become the property of the City, and will not be returned. Respondents should be aware that the City is subject to the provisions of the *Freedom of Information and Protection of Privacy Act (FOIPPA)*. A Respondent may stipulate in their response that portions of the response contain confidential information and are supplied to the City in confidence. However, under FOIPPA the City may nevertheless be obligated to disclose all or part of a response pursuant to a request made under that Act, even if the Respondent has stipulated that part of the response is supplied in confidence. Respondents should review section 21 and other provisions of FOIPPA in order to gain a better understanding of the City's disclosure responsibilities under that Act.

2. **Respondent's Expenses**

- a) Respondents shall be solely responsible for their own expenses in preparing and submitting a response to this Request for Pre-Qualification.

3. **Conflict of Interest**

- a) Respondents 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 Response if the City considers that selection of the Respondent 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 Respondent 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

4. Changes in a Respondent

- a) Respondents are requested to notify promptly the City's above-named contact person in writing if there is an addition, deletion or change from time to time in the members comprising a Respondent, in the key personnel positions of the Respondent or a change of effective control in any Respondent member.

5. Living Wage Employer

- a) 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.

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/calculator>

The City will include with any future bidding opportunities 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.

Please review the City's [Living Wage Page](#) for further information.

end of Pre-Qualification document