



REQUEST FOR PREQUALIFICATION

NWRFQU-21-10

Contractors for Hume Park Pool Drain and Gutter Repair

Closing Time:

Wednesday, January 12, 2022
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

RESPONDENT 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 Prequalification.

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 Contractors to submit a response to a future Invitation to Tender to install a new concrete drain and gutter membrane waterproofing at Hume Park Pool. 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 contractors from this Request for Prequalification without issuing another Request for Prequalification for any similar pool repair/renovation projects 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 Prequalification 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 Qualifications, 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-21-10 Contractors for Hume Park Pool Drain and Gutter Repair** 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 Qualification.
- 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 Qualification. 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 RFQU will use the CCDC 2 2008 Stipulated Price Contract 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 Respondent will, without limiting its obligations or liabilities and at its own expense, provide and maintain throughout the Contract term, Insurance as required under the CCDC-2 2008 Contract General Conditions, the CCDC-41 January 21, 2008, and the Supplementary General Conditions of the Invitation to Tender.
- 6.2 The successful Respondent 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 \$20.52 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
- 7.3 The City will include with any future Invitation to Tender calls 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 an Invitation to Tender, and
 - b) A list of companies to be included in that Invitation to Tender process.
- 8.2 Responses will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Relevant corporate experience	25
Superintendent’s qualifications and experience on similar projects	35
Schedule / Availability	40
Company’s, Project Manager’s, Site Superintendent’s References	Pass/Fail
Total	100

- 8.3 The City will shortlist up to four (4) 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 RFQ and what is deemed best value to the City.
- 8.4 Respondents must score at least 70% on the evaluation to be included on the Qualified Contractor List for the Invitation to Tender process.
- 8.5 Only those shortlisted Respondents will receive the Invitation to Tender for Phase 2.
- 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 response 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 this Phase the award of a contract may be subject to negotiations with the contractor 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;
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City.



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PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK

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1.0 BACKGROUND

The Hume Park Pool is a beloved outdoor pool that is located in the southwest area of Hume Park in New Westminster, adjacent to East Columbia Street.

The Pool has existed in this location since 1936 with various renovations and maintenance upgrades occurring throughout the years. Some notable renovations include in 1958, when the pool was enlarged; in 1959, when the concrete block building with restrooms and dressing rooms was installed adjacent to the pool; and in 1977, when the pool was converted to be a more family-friendly pool with a shallow end.

The pool is approximately 12.2m (40 feet) by 24.4m (80 feet) in size and constructed of concrete. The adjacent pool building is approximately 9.1 metres (30 feet) by 13 metres (45 feet) in size; the mechanical and electrical rooms that service the pool are located in the basement of this building.

2.0 PROJECT INFORMATION

2.1 The objective of the work is to upgrade the mechanical systems relating to the main drain systems at Hume Park Pool. This work is required in order for the drain system to be in compliance with Pool Design Guide requirements and with ANSI 16. The work also includes the installation of a gutter membrane waterproofing at the pool.

2.2 This work is specifically time sensitive as the work must be completed by March 31, 2022 to allow adequate time for the pool tank to be painted and dried prior to the commissioning and opening of the pool in June 2022.

3.0 RFQU AND TENDER PROCESS

3.1 This is a Two (2) Phased RFQU

- a) Phase 1 will consist of qualifying up to four (4) Respondents and is expected to be completed in January 2022.
- b) Phase 2 will consist of a separate Invitation to Tender, and only Respondent(s) qualified in Phase 1 will receive the Invitation to Tender documents and be provided an opportunity to quote. The City anticipates that the Tender will be issued in early 2022.
- c) The City reserves the right to add or remove a supplier to Phase 2 if it is deemed in the best interest to the City.

3.2 Phase 2 Invitation to Tender

- 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 expects that the work will be performed using a CCDC 2-2008 Stipulated Price Contract and the City's Supplementary General Conditions.

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4.0 **BUSINESS REQUIREMENTS & SCOPE OF WORK**

- 4.1 The City is looking to qualify contractors to upgrade the concrete drain and to install a gutter waterproofing membrane at Hume Park Pool in accordance with Contract Documents prepared by a team of qualified professionals.
- 4.2 The City anticipates that the following will be key components of the work:
- a) **Bottom drain upgrade**; upgrading the main bottom drain so that it is in compliance with the BC Pool Design Guide requirements (in accordance with ANSI 16) as outlined in the Contract Documents that will be provided for this work,
 - b) **Installation of gutter membrane**; a waterproofing membrane must be installed on the inside of the pool gutters along the base and walls, using a waterproofing system designed for swimming pool applications that resists negative-side hydrostatic pressure and the presence of aggressive agents, such as water conditions typical in a pool applications. The consultant design team is proposing a fluid-applied membrane. The pool gutter is approximately 36" in depth and 24" in width. The gutter has an unfinished concrete substrate. Further information will be provided in the Contract Documents that will be provided for this work.
- 4.3 **Completing this work on schedule is a critical objective for this work.**
- 4.4 Opening Hume Park Pool on schedule in 2022 is an important goal for the City. This is especially important in 2022 as the City has begun the process to decommission the City's only indoor swimming facility, Canada Games Pool, as a result of damage to that pool. With the closure of Canada Games Pool, Hume Park Pool and the other outdoor pool, Moody Park Pool are currently the only swimming facilities available for public use in the City of New Westminster. A new indoor swimming facility and community centre, t̄m̄əsew̄tx̄, is currently under construction but is not estimated to open until 2023.
- 4.5 This City expects this work to be completed by the end of March 2022, prior to City staff beginning the critical path tasks as required to open the pool and as outlined below. Note: The drain work must be complete by the end March 2022, however, it may be possible for some of the gutter membrane work to be completed after this date, provided this work can be done at the same time as other critical path tasks for opening the pool. If this is the case, the contractor should clearly demonstrate to City staff that these tasks can occur simultaneously.
- 4.6 The City is looking for a contractor who can complete this work on time so that the pool can open as scheduled in 2022; this may also involve coordinating with City staff to gain an understanding of the critical path tasks that need to be completed prior to the pool opening.

Critical Path Tasks (to be completed by City Staff) for Opening Hume Park Pool – <i>not in project scope</i>	Critical Dates
Painting of the pool tank with epoxy (including time for drying)	April – May 23, 2022
Commissioning of the pool	May 23 to June 18, 2022
Hume Park Pool Opens to the public	June 18, 2022

CORPORATION OF THE CITY OF NEW WESTMINSTER**5.0 SUBMISSION REQUIREMENTS**

- 5.1** Responses should be concise and directed to the requirements of this Request for Prequalification. Responses should be provided on 8 ½” white paper, in a font colour of black and not less than 11 point.
- 5.2** Interested 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.
 - 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
- 5.3** Respondents shall provide details relating to a minimum of three (3) projects of similar scope and scale, including:
- a) pool repair/replacement including:
 - 1) outdoor pools,
 - 2) drain systems,
 - 3) gutter membranes,
 - 4) time sensitive projects,
 - 5) weather dependant projects,
 - 6) other, related to this scope of work.
- 5.4** The response to this Request for Prequalification should also include:
- a) The name and qualifications of the proposed Site Superintendent, including experience with projects of a similar scope and magnitude.
 - b) Information on three of the projects listed for 5.3 above. 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. Clearly identify which individuals on your staff worked on the projects.
 - c) Capacity to complete the work on schedule.
 - d) List of subcontractors and their experience with work of this nature.
 - e) Company References: Complete the table of references on page 10.

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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.

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 Respondent.