



REQUEST FOR QUALIFICATION

NWRFQU-22-04

Concrete Contractors

Closing Time:

Thursday, March 10, 2022
3:00 PM, Local Time, Vancouver BC

Closing Location:

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

Further requests for information :

Purchasing: Ron Gidda
Purchasing and Inventory Supervisor

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 Response; we hereby propose to supply the Services in accordance with the Request for Response and as outlined in this Form of Response.

CORPORATION OF THE CITY OF NEW WESTMINSTER**PART 1****RFQU PROCESS & GENERAL REQUIREMENTS****1.0 GENERAL INFORMATION**

- 1.1 The City of New Westminster invites submissions to this Request for Qualification (RFQU) for contractors to submit a response to do new concrete services such as sidewalks, curbs, gutters and finishing on an as, if, and when requested basis. Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.
- 1.2 The City reserves the right to utilize the list of qualified general contractors from this Request for Qualification without issuing another Request for Qualification for any similar concrete repair/renovation projects that are approved within the next four (4) years
- 1.3 The City of New Westminster is the first city in Western Canada and is located at the centre of Metro Vancouver. Just 20 km from downtown Vancouver, the City has both major transportation routes and railways running through its boundaries.
- 1.4 This is a request for Qualifications and not a call for tenders or request for binding offers. The City does not intend to enter into contractual relations as part of this RFQU process and no obligations whatsoever will arise between the City and any organization who submits a response to the RFQU (a “Respondent”) until and unless the City and a Respondent enter into a formal, written contract for the Respondent to undertake this service.
- 1.5 The City, at its discretion, reserves the right to;
- a) select a Response that deviates from the requirements of this RFQU;
 - b) modify this RFQU at any time.
- 1.6 Respondents will be solely responsible for their own expenses incurred in connection with this RFQU, including in preparing and submitting a Response and in any subsequent negotiations with the City.
- 1.7 This RFQU shall be governed by and construed in accordance with the laws of the Province of British Columbia.

2.0 COVID-19 GLOBAL PANDEMIC

- 2.1 Due to the COVID 19 global pandemic, the City may be required or decide not to proceed with the Work or to terminate any contract prior to the Work commencing. If this occurs, the City will only pay for actual costs incurred by the contractor.
- 2.2 In submitting a Response, the Respondent acknowledges the presence of the COVID-19 virus in Canada and other jurisdictions. The Respondent also acknowledges the consequences and impacts “Known Impacts” of the COVID-19 Pandemic existing as of the date of this Request for Qualifications, and said “Known Impacts” will be accounted for by the Respondent within any schedule and pricing.

CORPORATION OF THE CITY OF NEW WESTMINSTER

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-22-04 Concrete Contractors** in the subject line.
- 3.2** The City will receive submissions at the location and time indicated on the first 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 this RFQU will be based on the City's Contract for Services and General Conditions. The standard contract may be downloaded from the City Website here. https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement_policy.php

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 City's Contract for Services, and General Conditions.
- 6.2** The successful Respondent may be required to obtain a City of New Westminister or MetroWest Inter-Municipal Business license prior to commencement of work.

CORPORATION OF THE CITY OF NEW WESTMINSTER

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 has included 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 identify the Respondent(s) that, in the City’s opinion offer(s) the best value for the services requested.

8.2 Responses will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Bidders Business Capabilities, Technical, and Reputation	40
Equipment Configuration and Type	30
Schedule / Availability	30
Bidders References / Experience	Pass/Fail
Total	100

8.3 The City intends to shortlist up to four (4) Respondents. Note that any information provided by Respondents in their Responses or discussed in presentations/interviews may be incorporated into any Contract with the Respondent. The City reserves the right to increase or decrease the number of qualified Respondents based upon the quality and quantity of responses to this RFQU and what is deemed best value to the City.

8.4 Respondents must score at least 70% on the evaluation to be included on the Qualified Contractor List.

8.5 The City advises all Respondents that the process for evaluation/interview and finalizing the shortlist of Respondents may take 2 – 3 months.

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

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



Corporation of the City of
NEW WESTMINSTER

NWRFQU-22-04

PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK

CORPORATION OF THE CITY OF NEW WESTMINSTER

1.0 **BACKGROUND**

1.1 The City of New Westminster Operations Engineering is seeking qualified concrete contractors to do a variety of smaller projects consisting of replace sidewalk panels and curbs on an as, if, and when requested basis.

2.0 **BUSINESS REQUIREMENTS & SCOPE OF WORK**

2.1 The objective of the work is to upgrade or replace concrete where needed in the city. The work also includes the restoration of City Boulevard if required.

2.2 The City is looking to qualify contractors to do small concrete projects to MMCD or Standard detail design specifications.

2.3 The City anticipates that the following will be key components of the work:

- a) **Sidewalk Panels:** Remove and replace City sidewalk panels and granular base on an as needed basis.
- b) **Curbs:** Remove and replace curb, curb and gutter, roll over curb section, and granular base. Asphalt curb line to be finished and paved. Optional *
- c) **Traffic Control:** Must be provided as per WorkSafe BC, City of New Westminster approval required through SOP application.
- d) **Material Testing:** May be required depending on job scope; road base density, and concrete testing.
- e) **Boulevard Restoration:** May be required if disturbed, during concrete work. Will include top soil match and hand seeding.
- f) **Pricing:** All quotes when submitted must include all equipment, tools, fuels, and materials.

2.4 The City makes no guarantee of the volume of services requests, if any.

CORPORATION OF THE CITY OF NEW WESTMINSTER

3.0 SUBMISSION REQUIREMENTS

3.1 Responses should be concise and directed to the requirements of this Request for Qualification. Responses should be provided double-sided on 8 ½" white paper, in a font colour of black and not less than 11 point.

3.2 Interested general contractors should provide submissions with:

- a) **Cover Page:** Front page of this RFQU with the required Respondent information filled out and signed.
- b) **Executive Summary:** (1 page) including a brief history of the firm, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project
- c) **Proposed Site Superintendent:** Name and qualifications, including experience with projects of a similar scope and magnitude.
- d) A list of type equipment and age of equipment
- e) Capacity to complete the work on schedule.
- f) **Living Wage Declaration:** As per Part 1, section 7.
- g) **References:** Complete the attached table of references below

CORPORATION OF THE CITY OF NEW WESTMINSTER

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.



Corporation of the City of
NEW WESTMINSTER

NWRFQU-22-04

APPENDIX A

DECLARATION – LIVING WAGE EMPLOYER

CORPORATION OF THE CITY OF NEW WESTMINSTER



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:
