



**REQUEST FOR QUALIFICATIONS**

**NWRFQU-22-06**

**Installation of Drip Irrigation for Newly Planted Trees in City-Owned Parks  
and Open Spaces**

**Closing Time:**

Wednesday, April 13, 2022  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

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

**Further requests for information :**

**Purchasing: Patrick Shannon, SCMP**  
Purchasing Manager

Email: [nwpurchasing@newwestcity.ca](mailto:nwpurchasing@newwestcity.ca)

|                                    |  |       |
|------------------------------------|--|-------|
| <b>PROPONENT NAME</b>              |  |       |
| 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.

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

**1.1** The City of New Westminster is seeking qualified contractor(s) to design, supply, and install drip irrigation that meets the City requirements. The City may select one (1) single contractor or create a shortlist of contractors for a period of five (5) years. Although project as outlined in this RFQU ends in 2023, the City reserves the right to continue using the qualified contractor(s) for up to five (5) years in total for all installations of irrigation and similar product.

**1.2** Refer to Part 2 – BUSINESS REQUIREMENTS for an in-depth scope of work.

**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 offers and no contractual obligations shall arise between the City and a Proponent upon the Proponent's submission of a Proposal to the City.

**1.5** The City, at its discretion, reserves the right to:  
a) select a Response that deviates from the requirements of this RFQU; and/or  
b) modify this RFQU at any time.

**1.6** Proponents 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.

**1.8** The City reserves the right to negotiate with the lead Proponent deemed to provide the best overall value and such negotiations may include, but are not limited to:  
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.

**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 Proponent.

**2.2** In submitting a Response, 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 Qualifications, and said "Known Impacts" have been accounted for by the Proponent within the schedule and pricing.

## CORPORATION OF THE CITY OF NEW WESTMINSTER

### **3.0 RESPONSE INSTRUCTIONS**

- 3.1** Responses should be submitted electronically in one (1) Adobe (PDF) file with Subject “NWRFQU-22-06 Submission” in the Subject to <https://fileshare.newwestcity.ca/filedrop/~sS3M7G>
- 3.2** The City will receive Responses at the location and time indicated on the title page of this Request for Qualifications.
- 3.3** It is the Proponent's responsibility to ensure that the City receives its Response prior to the closing time indicated on the title page of this Request for Qualifications. 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 discretion, 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-proposals-open>

### **4.0 CONTRACT REQUIREMENTS**

- 4.1** The City expects that the term of any Agreement negotiated between the City and a Proponent will be for supply and delivery of trees to any City location on an as required basis.
- 4.2** The City expects that the term of any Agreement negotiated between the City and a Proponent will be for an initial term of three (3) years with an additional two (2) one (1) year renewal terms at the sole discretion of the City.

### **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 Proponent 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 Proponent has stipulated that part of their Response 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.

### **6.0 INSURANCE, PERMITS AND LICENSES**

- 6.1** 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;
- 6.2** The successful Proponent may be required to obtain a City of New Westminster or Metro West 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](http://www.livingwageforfamilies.ca/living_wage_calculator)

7.3 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 A). **Completion and submission of the Declaration is required prior to Contract award.**

7.4 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.

**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 Response that, in the City’s opinion, offers the best value for the services requested.

8.2 The City will evaluate the requirements and only those deemed by the City to have the right experience/capabilities/methodology etc. will have their price evaluated.

8.3 Responses will be evaluated based on the following criteria:

| <b>Evaluation Criteria</b>   | <b>Weighting</b> |
|------------------------------|------------------|
| Experience & Team Experience | 40               |
| Methodology                  | 40               |
| Value Add                    | 10               |
| Social & Sustainability      | 10               |
| <b>Total</b>                 | <b>100</b>       |

8.4 The City, at its discretion, may request any or all of the Proponents to present their proposals and/or interview with the Selection Committee. Note that any information provided by Proponents in their Responses or discussed in presentations/interviews may be incorporated into any Contract with the Proponent.

8.5 The City advises all Proponents that the process for evaluation/interview and finalizing the lead/winning proponent may take 2 – 6 weeks.

**CORPORATION OF THE CITY OF NEW WESTMINSTER****9.0 NEGOTIATIONS**

- 9.1** 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
- 9.2** 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 RFQU or negotiate with another supplier.



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**PART 2**

**BUSINESS REQUIREMENTS AND SCOPE OF WORK**

## **CORPORATION OF THE CITY OF NEW WESTMINSTER**

### **1.0 BACKGROUND**

- 1.1** The City is looking for one (1) or more contractors to design and install drip irrigation to approximately 2,000 newly planted caliper-sized trees in select city-owned parks and open spaces. The final number of contractors will be based upon the ability to deliver the desired designs and installations on schedule and in the most cost effective manner.
- 1.2** The City of New Westminster has applied for the COVID-19 Resilience Infrastructure Stream (CVRIS) as part of the Investing in Canada Infrastructure Program (ICIP) specific to the funding stream for Disaster mitigation and Adaptation Infrastructure with afforestation and reforestation. The grant application submitted by the City on January 27th, 2021 proposes to plant 2,200 trees (2,000 caliper-sized trees and 200 container trees) and re-wild one hectare of turf grass in City of New Westminster parks and open spaces towards disaster mitigation and climate adaptation. A portion of the funds is to be allocated towards supply and install of drip irrigation to the 2,000 caliper-sized trees only. The project is named the Urban Reforestation and Biodiversity Enhancement Initiative 2021 (URBEI). The City received notice of award in July 2021 and work must be completed prior to December 31, 2023. The City planted 100 of the caliper-sized trees in 2021 and will plant the remaining 1,900 prior to December 31, 2023.
- 1.3** URBEI is supported by the City of New Westminster's Urban Forest Management Strategy adopted in 2016 with an ambitious, yet achievable, target of 27% tree canopy cover by 2030. This target is further elevated by the City's 7 Bold Steps in response to the Climate Emergency declared by the City in 2019. Achieving this target will support the removal of 4,050 tons of carbon pollution every year and increase our forest's carbon storage capacity by 50%. To achieve 27% canopy cover in the given timeframe, the City must plant 11,800 trees (2,200 new trees on City-owned parks and open spaces, 6,300 new trees in streets, and 3,300 new trees on private land).
- 1.4** The City has retained a Project Manager (owner's Representative) to assist City staff in selecting qualified contractors, and; manage the tree supply, tree planting and irrigation installation by contractor(s) hired by the city in parks and open spaces before Dec. 31, 2023.

### **2.0 BUSINESS REQUIREMENTS & SCOPE OF WORK**

- 2.1** See Appendix B for an overview of the expected work to be completed.
- 2.2** It is the objective of the City to irrigate up to 2,000 caliper-sized trees with drip irrigation in various city-owned parks and open spaces before Dec 31, 2023.
- 2.3** Ideally, the irrigation installation to be completed October through April each year well in advance of the hot, dry weather.
- 2.4** Contractor will be expected to:
- a) Assess each site and existing water connections for feasibility;
  - b) Design the drip system accordingly to city standards for city review and approval;
  - c) Provide as-built drawing of each system for city records; and
  - d) Provide a quote for design, supply and installation.
- 2.5** Sites that are not feasible for drip irrigation will be watered by City staff with a mobile water tank.

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- 2.6 The City is planning for specific locations for tree planting and drip irrigation. Location maps will include planned tree planting locations, as well as the locations of existing water connections and irrigation systems.
- 2.7 Maps to be provided to the Contractor upon award. Sample planning map of new tree planting provided as Appendix C.
- 2.8 A good contractor would have designated on-site Crew Leads that meet the following minimum qualification standard:
- Minimum three years of experience as a Crew Lead; and
  - Minimum three years of irrigation design and installation experience.

### 3.0 SUBMISSION REQUIREMENTS

- 3.1 Responses should be concise and directed to the requirements of this RFQU on double-sided on 8 ½" white paper and not less than 11-point font. All Responses must include:

- a) **Cover Page:** Front page of this RFQU with the required Proponent 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) **Experience:** (2 Pages max) Provide an overview of your experience designing and installing drip irrigation on large projects for municipal/commercial clients similar to the services outlined in this RFQU. Ensure you provide at minimum the following:
  - 1) Name of Client
  - 2) Size of Project
  - 3) Project Value (\$)
  - 4) Time to Complete Project
- d) **Team Experience:** Provide the following information:
  - 1) Crew Lead Name
  - 2) Years of Crew Lead Experience
  - 3) Years of Irrigation Experience
  - 4) Any Technical Qualifications
- e) **Methodology:** (2 pages max) To meet the City's goal of irrigating up to 2,000 caliper-sized trees at various locations within city-owned parks and open spaces, please provide an overview of your methodology for assessment, design, installation and provision of as-built drawings. Ensure you provide at minimum the following:
  - Description of each stage (Assess, Design, Install and As-built)
  - Approximate time required for each stage of the design and install process
- f) **Value Add:** Provide a description of your organization's unique expertise and successes; what sets your firm and proposed team apart from other organizations with respect to this project.



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- g) **Social and Sustainability:** Explain your social and sustainability policy and process.
- 1) Explain how your company addresses anti-racism, diversity, inclusion, and equity.
  - 2) 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?
- h) **Living Wage Declaration:** As per Part 1, section 7.
- i) **References:** Complete the attached table of references below

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### REFERENCES

Please provide three (3) references for companies 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.

| <b>Reference 1</b>                     |  |
|--|--|
| Company Name and Address               |  |
| Contact Name                           |  |
| Telephone Number                       |  |
| Email address                          |  |
| Brief Description of services provided |  |

| <b>Reference 2</b>                     |  |
|--|--|
| Company Name and Address               |  |
| Contact Name                           |  |
| Telephone Number                       |  |
| Email address                          |  |
| Brief Description of services provided |  |

| <b>Reference 3</b>                     |  |
|--|--|
| 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 reserves the right to seek a reference from sources other than those provided by the Proponent.



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**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:

\_\_\_\_\_

\_\_\_\_\_



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**APPENDIX B**

**SCOPE OF WORK**

## CORPORATION OF THE CITY OF NEW WESTMINSTER

The following provides an overview of the expected process and will form part of the Agreement. The City will negotiate with the contractor(s) and an agreed upon final version.

### **The scope of work for the Contractor to include:**

- a. Designing and installing semi-permanent drip irrigation, either by adapting an existing system or installing a new system for up to 2,000 newly planted trees within City parks and open spaces to the City irrigation standard including:
  - i. Assessing, designing, quoting and installing systems on a park-by-park basis in consultation with the Project Manager and/or designated City staff;
  - ii. Providing a 'Shop Drawing' for approval to the City's Project Manager and/or designated City staff outlining the proposed installation at each park or open space before installation work begins;
  - iii. Ensuring that all steps are taken to locate underground utilities. Any damage that occurs during the work is the responsibility of the Contractor;
  - iv. Disposing of all excess excavation spoils to an authorized facility sanctioned for the delivery of soil, rocks and sod;
  - v. Coordinating with the City's Project Manager and/or designated City staff the order and timing of work in each park;
  - vi. Providing secure storage for any materials and supplies during overnight and weekend periods;
  - vii. Covering any losses due to theft, vandalism, or otherwise from the City job site;
  - viii. Adhering to the general hours of operations of 7:30 am to 4:00 pm. Days of operation will be Monday through Friday. No work will be performed on weekends or statutory holidays, except as otherwise agreed to in writing by the City;
  - ix. Ensuring that each installation site is left in a condition as good or better than prior to irrigation installation; and
  - x. Providing a complete set of As-Built drawings for each park or open spaces at the conclusion of each installation.
  
2. A Project Manager has been selected and contracted to assist the City with planning for the tree planting and irrigation installation. The Project Manager reserves the right to inspect the Contractor's work and to perform such investigation as may be deemed necessary to ensure competent personnel, management, and suitable equipment/materials are used in the performance of the Goods and Services. The Project Manager will provide the following services on behalf of the City:
  - a. Provide locations of all trees requiring drip irrigation and the City's Irrigation Standard;
  - b. Locate all above ground and below ground utilities managed internally at the City including:
    - i. Sewer
    - ii. Storm
    - iii. Water
    - iv. Fibre Optic (select locations)
    - v. Electrical
    - vi. Communication
    - vii. Irrigation
  - c. Secure available drawings from BC OneCall for the applicable planting area in relation to above and below ground utilities managed by external stakeholders including:
    - i. Gas (Fortis)
    - ii. Electrical (BC Hydro)
    - iii. Fibre Optic (Telus – select locations);
  - d. Provide grass seed necessary for remediating trenched areas as required; and
  - e. Provide City contractor magnetic decals for Contractor's on-site vehicles.



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**APPENDIX C**

**PLANTING MAP FORMAT - SAMPLE**



# Corporation of the City of NEW WESTMINSTER

