



## **REQUEST FOR PREQUALIFICATION**

**NWRFQU-22-08**

### **General Contractors for Tenant Improvements**

**Closing Time:**

Thursday, March 24, 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](mailto:nwpurchasing@newwestcity.ca)

<b>RESPONDENT 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 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 Prequalification (RFQU) for General Contractors to submit a Tender on a future Invitation to Tender. The Invitation to Tender will be for Tenant Improvements for a childcare facility. 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 Prequalification without issuing another Request for Prequalification for any similar tenant improvements or similar construction 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 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.

## 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-22-08 General Contractors for Tenant Improvements** 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 Prequalification.
- 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 Prequalification. 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. [https://www.newwestcity.ca/business-and-economy/doing-business-with-the-city/procurement\\_policy.php](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 CCDC-2 2008 Contract General Conditions, the CCDC-41, and the City's Supplementary 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](http://www.livingwageforfamilies.ca/living_wage_calculator)

**7.3** The City will include with any future Request for Proposal or 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:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Company Profile and relevant corporate experience (3 sample projects)	40
Project Manager, Superintendent and Subcontractors’ qualifications and experience on similar projects	35
Availability and proven ability to meet schedule	20
Social and Sustainability	5
Company’s, Project Manager’s, Site Superintendent’s References	Pass/Fail
<b>Total</b>	<b>100</b>

**8.3** The City intend to shortlist up to five (5) 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 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 for Phase 2.

**8.5** Only the 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.

**CORPORATION OF THE CITY OF NEW WESTMINSTER**

**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 lead Respondent that is deemed to provide the best value to the City. Such negotiations include, but are not limited to, the following:

- a) Changes to the requirements or Scope of Work proposed by the Respondent
- b) Price; and
- c) Specific contract details as deemed reasonable for negotiations by the City



Corporation of the City of  
**NEW WESTMINSTER**

**NWRFQU-22-08**

**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 owns a Day Care Shell Space that accommodates an occupant load of 48 people, which is constructed in accordance with all applicable federal, provincial, and municipal, statutes, regulations, bylaws, permits, codes and policies, and is satisfactory to the City. The Day Care Shell Space comprises the following:

- a) Building - 2 storey wood frame building, with a total gross floor area of approximately 3,538 sq. ft. to meet the minimum child care space and size requirements as specified in the Vancouver Coastal Health Child Care Licensing Regulations for 37 children ((12 children (0-36 months) and 25 children (30 months to school age)).
- b) General Building Specifications:
  - 1) Foundation – slab on grade foundation as per geotechnical engineer recommendation.
  - 2) Ceiling - wood frame, taped drywall to a Level 4 finish, minimum clear height 9 feet. Ceilings have the minimum fire resistance rating where required. Insulation and resilient channels provided throughout the Level 1 ceiling.
- c) Elevating Device - as required by the BC Building Code to meet Technical Safety BC requirements.
- d) Exterior Walls - wood frame. Exterior walls to meet BC Building Code for envelope requirements.
- e) Exterior Finishes - to a level that matches the surrounding town homes, siding etc. Walls are insulated with 5/8" drywall finish, taped and sanded, ready for paint. Windows and/or storefront ledges are primed 3/4" MDF, and casing is drywall, taped, sanded, and ready to paint.
- f) Interior Walls – Only provided for structural support of elevator and stairs with 5/8" drywall to a Level 4 finish, taped and sanded, ready for paint. Walls are insulated with 5/8" drywall finish, taped and sanded, ready for paint.
- g) Exterior Doors - Doors include panic hardware, automatic door openers as required by BC Building Code. Main entry door and vestibule door have automatic door openers. Playground gates are controlled by mag-locks.
- h) Windows – Provided as per the Day Care Shell Building Approved Plans.
- i) Floor – level plywood subfloor to meet dead and live load as per the BC Building Code requirements for specific child care use. The subfloor is plywood 3/4" Douglas fir, glued and screwed.
- j) Plumbing – one 2" diameter cold water line for domestic use c/w pressure reducing valve with a capacity of 80 FU (fixture units) located in the premises, with capacity for a number of required washrooms, kitchen, janitor's room, and laundry area. One exterior hose bib to be provided at each playground area.

## CORPORATION OF THE CITY OF NEW WESTMINSTER

- k) Electrical –Electrical equipment, distribution, sufficient for required normal and emergency lighting, exit signs, fire alarm system and devices (verified and operational). Also available is an electrical service terminated in a 400 Amp electrical panel located in the Child Care Shell Space.
- l) Telephone/Data – Provided are two empty 1 - 1/2" diameter conduit for telephone/data service. Raceways and “mouse holes” have been provided for installation of data cables at tenant improvement as per the Approved Plans.
- m) HVAC – Heating and air condition system has been installed to meet the requirements of the intended use and BC Building Code requirements. Sufficient materials, ductwork, piping, and equipment has been provided and installed to provide sufficient heat and ventilation to each level and area of the building, as required for shell occupancy only (no interior walls and final distribution).
- n) Fire Sprinklers – a fire sprinkler system has been installed as required by the BC Building Code under NFPA 13 regulations designed on a basis of no interior partitions will be provided (except for interior portion walls for the exit stairs, elevator shaft, and service rooms – mechanical and electrical).

**1.2** The City intends to tender the construction of the interior tenant improvement scope to complete this community amenity.

**1.3** The City is partnering with a third party operator to provide childcare services in this location.

### **2.0 RFQU AND TENDER PROCESS**

**2.1** This is a Two (2) Phased RFQU

- a) Phase 1 will consist of qualifying up to five (5) Respondents and is expected to be completed by March 31, 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 and be provided an opportunity to quote. The City anticipates that the Tender will be issued by April 4, 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.

**2.2** Phase 2 Invitation to Tender

- a) The Shortlisted Respondents will be provided Tender Documents based on Issued for Tender Specifications and Drawings.
- b) Each Respondent will then respond to the Invitation to Tender documents.
- c) The City expects that the work will be performed using the CCDC 2 2008 Contract and the City’s Supplementary General Conditions.



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

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

**3.1** The City anticipates that the following will become key components of the proposed Tenant Improvement work:

- a) Millwork
- b) Painting
- c) Drywall
- d) Flooring
- e) HVAC
- f) Electrical
- g) Plumbing

**3.2** The City expects this work to be completed by the end of August 2022, prior to the start of the 2022-2023 school year. The City is looking to prequalify contractors that are available to start the work following Tender Award, and complete the work in order for the childcare centre to open in September 2022.

<b>Item</b>	<b>Dates</b>
Invitation to Tender issued	April 4, 2022
Tender Close	April 21, 2022
Construction start	May 1, 2022
Completion for Occupancy	August 31, 2022

### **4.0 SUBMISSION REQUIREMENTS**

**4.1** Responses should be concise and directed to the requirements of this Request for Prequalification. Responses should be provided on 8 ½" x 11 paper, in a font colour of black and not less than 11 point.

**4.2** Interested general 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 and company profile (1 page) including a brief company history, overview of overall ability and expertise, and experience and competencies in providing deliverables similar in nature to those identified for this project
- c) A letter of confirmation from a duly licensed Canadian Surety clearly stating:
  - 1) the name and address of the Respondent for which the confirmation letter is being provided
  - 2) the Respondent is in good standing with the Surety.
- d) A CCDC-11 2019 Contractor's Qualification Statement (or document with equivalent information).

**4.3** Respondents shall provide details relating to a minimum of three (3) projects of similar scope and scale, including:

- a) construction of this type of facility (specifically tenant improvements) including
  - 1) Interior fit-out of shell spaces
  - 2) Millwork, lighting, interior finishes

## CORPORATION OF THE CITY OF NEW WESTMINSTER

- 3) Sprinkler installation
- b) Child Care spaces or other type of program with strict requirements reviewed by an external authority (i.e. Healthcare spaces, restaurants, detainment centres, etc.)

#### 4.4 For the project examples above, please include:

- a) Size, budget and schedule for the project
- b) Measures of success
- c) Issues or challenges and how they were overcome
- d) Ability to complete projects on schedule (confirm if project was completed on schedule; explain how schedule challenges were handled and mitigated)
- e) Ability to work and manage multiple sub-contractors
- f) Information that clearly demonstrates the Respondent's previous experience with tenant improvement projects or similar construction projects in excess of \$500,000
- g) 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 information.

#### 4.5 The response to this Request for Prequalification should also include:

- a) Information that clearly demonstrates the Respondent's previous experience with tenant The name and qualifications of the proposed Project Manager, including experience with projects of a similar scope and magnitude
- b) The name and qualifications of the proposed Site Superintendent, including experience with projects of a similar scope and magnitude
- c) The name and qualifications of proposed subcontractors and their experience with work of this nature
- d) Project management experience, including use of project controls such as work planning documents, schedule tracking, budget tracking, risk matrices, field checks, and status reporting
- e) Capacity to complete the work on schedule, according to the dates provided in this RFQ.
- f) Information identifying what percentage of work is normally performed with in-house personnel versus sub-contracted personnel for projects of similar scope and magnitude.
- g) Social and Sustainability:
  - 1) Explain your social and sustainability policy and process.
  - 2) Explain how you company addresses anti-racism, diversity, inclusion and equity
  - 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?
- a) Company References: Complete the table of references on page 11

## 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.

<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 Respondent.