



REQUEST FOR QUALIFICATION

NWRFQU-22-09

Playground Equipment Supply & Installation

Closing Time:

Thursday, June 9, 2022
3:00 PM, Local Time, Vancouver BC

Closing Location:

upload to https://fileshare.newwestcity.ca/filedrop/purchasing_submissions

Further requests for information :

Purchasing: Monique Ferbey, CSCP
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 this Request for Qualification.

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 to qualify three (3) to six (6) play equipment suppliers and/or installers who meet the requirements as outlined in this RFQU. The qualified suppliers will assist the Parks and Recreation Department with efficient, cost effective delivery of new or renewed play spaces (including design, supply and install) throughout New Westminster parks and public open spaces. 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 suppliers from this Request for Qualification without issuing another Request for Qualification for similar projects that are approved within the next five (5) years
- 1.3** The City reserves the right to increase or decrease the quantity of qualified suppliers based upon the quantity and quality of the responses
- 1.4** 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.
- 1.5** This is a request for Qualification 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.
- 1.6** 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.
- 1.7** 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.
- 1.8** 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/purchasing_submissions with **NWRFQU-22-09 Playground Equipment Supply & Installation** 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 expects that any Agreement with the selected Respondent(s) will be for an initial term of one (1) year with two (2) optional two (2) year renewal terms at the sole discretion of the City.
- 4.2** Each successful Respondent will operate under a Master Services Agreement (MSA), and will be awarded work through a Resource Request Procedure, outlined in Appendix B. Suppliers will also be required to sign a Statement of Work (SOW).
- 4.3** The initial Master Services Agreement (MSA) will be valid for a period of one (1) year. Any subsequent agreement signed will be dated to match the end date of the initial MSA. The SOW may run beyond the Master Services Agreement, depending on date signed, to accomplish the required work
- 4.4** The Master Service Agreement (MSA), will comprise of the following:
- a) Contract – includes all the standard Terms and Conditions,
 - b) General Conditions (GC) – the tasks and activities that a qualified supplier will be required to do on all SOW, i.e. reporting, roles and responsibilities etc. regardless of the category or type of work,
 - c) Statement of Work (SOW) – will be completed each time a qualified supplier is engaged by the City. It will outline the project specific services, deliverables, price, and schedule.

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

CORPORATION OF THE CITY OF NEW WESTMINSTER

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, 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 Respondent may be required to obtain a City of New Westminster or MetroWest Inter-Municipal Business license prior to commencement of work.

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 Request for Qualification 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 Proposals. The object of the evaluation and selection process is to identify the Proposals that, in the City’s opinion offers the best value for the services requested.

8.2 Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Experience	25
Project Portfolio (design innovation, quality, fit, etc.)	15
Methodology	20
Pricing	10

CORPORATION OF THE CITY OF NEW WESTMINSTER

Product Portfolio, Stock/Brand Warranty & Lead times	15
Value Add	5
Social & Sustainability	10
References	Pass/Fail
Total	100

- 8.3** The City will shortlist three (3) to six (6) 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** The City advises all Respondents that the process for evaluation/interview and finalizing the shortlist of Respondents may take 2 – 3 months.
- 8.5** The City will notify each Respondent of the outcome of the evaluation process.
- 9.0** **NEGOTIATIONS**
- 9.1** The City may enter into negotiations for a Contract or a Statement of Work (SOW) with the qualified supplier who has been identified as providing the best value to the City.



Corporation of the City of
NEW WESTMINSTER

NWRFQU-22-09

PART 2

BUSINESS REQUIREMENTS AND SCOPE OF WORK

CORPORATION OF THE CITY OF NEW WESTMINSTER

1.0 **BACKGROUND**

- 1.1 The Parks and Recreation Department is seeking to qualify three (3) to six (6) play equipment suppliers and/or installers who are able to meet the requirements as outlined in this RFQU. The qualified suppliers will assist the Parks and Recreation Department with efficient, cost effective delivery of new or renewed play spaces (including design, supply and install) throughout New Westminister parks and public open spaces.
- 1.2 Many New Westminister parks amenities and infrastructure were installed decades ago and are approaching the end of their lifecycle. Since the last Parks & Recreation Comprehensive Plan in 2008, facility maintenance and renewal have not kept up with the high levels of use and aging that the parks system has experienced. Given aging infrastructure including playgrounds and corresponding areas with safety surfacing, the parks system requires significant re-investment over time to meet current standards and best practices.

2.0 **BUSINESS REQUIREMENTS & SCOPE OF WORK**

- 2.1 The qualified supplier may be responsible for:
- a) Design, Supply and Install of:
 - 1) Play equipment that meet site-specific needs, project goals and objectives including defined project budgets and schedules.
 - 2) Associated playground safety surfaces such as IPEMA certified engineered wood fiber, rubber safety surfacing, and sand, and its associated build up (ie. drain rock, filter fabric, drain mat, edging).
 - 3) Associated play equipment footings and attachments.
 - 4) Accessibility considerations for all ages and abilities.
 - 5) Ensuring and certifying that layout, materials and work meets or exceeds requirements set out in the latest edition of the CSA standard CA/CSA-Z614-M98 – Children’s Play spaces and Equipment.
 - 6) Providing warranty, as-built drawings, and manufacturer maintenance manuals.
 - 7) Provision of tree protection fencing and modified construction methods within critical root zones, as required by the City arborist.
- 2.2 The qualified supplier should have demonstrated experience in:
- a) Successful completion of past projects in the Lower Mainland, British Columbia;
 - b) Competency in coordinating with suppliers and subcontractors; excellent communication skills; prompt identification of site challenges and ability to provide solutions that maintain design intent, project budget, and schedule, in collaboration with City representatives.

3.0 **SUBMISSION REQUIREMENTS**

- 3.1 Responses should not exceed ten (10) pages in length excluding attached appendices. Responses should be provided double-sided on 8 ½” white paper, in a font colour of black and not less than 11 point. All Responses must include and clearly identify:
- a) **Cover Page:** Front page of this RFQU with the required Respondent information filled out and signed.
 - b) **Company Profile:** (1 page) including a brief history of the firm, years in service, overview of overall ability and expertise, and experience and competencies in providing deliverables

CORPORATION OF THE CITY OF NEW WESTMINSTER

similar in nature to those identified in this RFQU. Please include name, address, telephone and web site.

- c) **Team Capability and Experience (25%):**
- 1) Provide brief resumes (one page per individual) of your key employee(s) who would be working on the project, describing each person's role as it relates to the requirements of this Request for Qualification, and their qualifications, certifications and experience to successfully take on the role. Also, include each employee's typical work location (if outside Lower Mainland, British Columbia, describe means of communication). Resumes to be included as attachments (not included in page limitations).
 - 2) Provide a list of subcontractors and companies you will be engaging, if any, to meet the scope of work as outlined in the Business Requirements. For each company or individual indicate their role and experiences on projects similar in scope.
- d) **Project Portfolio (15%):** Provide at least three (3) examples of projects that have been undertaken in the past five (5) years that are similar in scope to the Business Requirements as outlined in this RFQU (Maximum two pages per example). For each example provide the following:
- An overview of the project. Outline what process you went through to ensure you delivered a service that meets or exceeds the specifications and requirements.
 - Photos of the project and any example of design/submission material developed as part of the design process to ensure site-specific needs and project goals and objectives were met.
 - Owner's Name and contact
 - Project Date
 - Approximate Value
- e) **Methodology (20%):** Provide a brief outline of the Respondent's understanding of the Request for Qualification. Pick one (1) example project from d) and describe the detailed work program and methodology used to successfully achieve the Scope of Work on time and within budget. Please ensure to incorporate as many requirements as possible from this Request for Qualification (Part 2, 2.0 Business Requirements & Scope of Work). Include information that demonstrates ability of the following:
- Project Team delivery of similar project requirements;
 - Completion of the work on time and within budget;
 - Meeting or exceeding the project objectives within a high standard of design and workmanship;
 - Describe your biggest challenge in delivering the project and how you resolved it. Include information to demonstrate your firm's ability to identify problems early, propose alternate options, and collaboratively arrive at a solution. Examples may be from design/layout or installation or both.
 - List any other services/activities that were performed, that are not listed in the scope of work (Section 2.0)
 - Describe any post-construction issues and how you responded.
- f) **Cost (10%):** Complete and return Price Evaluation Appendix C.

CORPORATION OF THE CITY OF NEW WESTMINSTER

- g) **Product Portfolio and Support (15%):** Provide an overview of the play equipment product lines your firm represents. For each, include the following:
- 1) Typical lead times on equipment from order to delivery to site. Include for standard as well as custom equipment.
 - 2) Typical lifetime of equipment;
 - 3) Typical product warranty
 - 4) Typical installation warranty
 - 5) Typical expected processes and timelines for customer service to resolve issues after installation – e.g. if there is a part or installation failure identified.
 - 6) Provide overview of Respondent’s customer service.
- h) **Value Add (5%):** 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.
- i) **Social and Sustainable (10%):** Explain your social and sustainable 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?
 - 3) Demonstrate your organizations social, economic, and environmental initiatives, successes, and challenges.
- j) **Living Wage Declaration:** As per Part 1, section 7 (Appendix A).
- k) **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-22-09

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:



Corporation of the City of
NEW WESTMINSTER

NWRFQU-22-09

APPENDIX B

RESOURCE REQUEST PROCEDURE

CORPORATION OF THE CITY OF NEW WESTMINSTER

1.0 RESOURCE REQUEST PROCEDURE

- 1.1** It is intended that the City will contact the suppliers on the Shortlist when there is a need for Services as per the defined scope of work in Part 2 Business Requirements Section 2.0, or a similar work through a “Resource Request”. The City will generally use the following steps:
- a) Email a “Resource Request” to identified qualified suppliers.
 - b) City may hold a non-mandatory conference call or site meeting with all qualified suppliers two (2) Business Days after the email is sent to provide answers to any questions that arise.
 - c) Each supplier will provide a Submission to the Resource Request with the SOW completed with project specific services, deliverables, price, and schedule, within three (3) Business Days; the City reserves the right to extend the response time based upon skills and requirements needed.
 - d) Submissions will be reviewed and qualified suppliers may be invited to participate in an interview process.
 - e) The City may enter into negotiations for a Contract or a Statement of Work (SOW) with the qualified supplier who has been identified as providing the best value to the City.
- 1.2** Where services are less than \$15,000, the City reserves the right to negotiate directly with a qualified supplier without issuing a Resource Request.
- 1.3** Until an individual Contract or SOW under a MSA is awarded, the City reserves the right in its sole discretion not to proceed with work defined in the Resource Request.
- 1.4** The Resource Request should not be considered a request for or an authorization to perform any work or to supply any goods or services. Any development work undertaken by the Shortlisted supplier and any costs and/or expenses involved in the preparation of replying to the Resource Request , and for subsequent presentations and/or demonstrations and/or negotiations will be the sole responsibility of the qualified supplier, including any travel costs.
- 1.5** The City reserves the right to modify the Resource Request Process at any time and at its sole discretion. This includes the right to cancel the Resource Request at any time without entering into a contract with any qualified supplier.



Corporation of the City of
NEW WESTMINSTER

NWRFQU-22-09

APPENDIX C

PRICING TABLE

Price Evaluation Appendix

Key Personnel (the people who will work on the project)

	Name and Role	Hourly rate	Work location
1			
2			
3			
4			
5			
6			

Price Markup

Item	Percentage	Detailed Information
Playground equipment price mark-up over manufacturer's list. Please provide detailed information.		

Safety Surfacing Pricing (supply + install)

Item	Rate per unit	Detailed Information (if any)
Wood fibar	\$ _____ cu.m.	
Rubber safety surface wearing course (13mm thick)	\$ _____ sq.m.	

Product Pricing

Provide price list as separate sheet (not weighted in evaluation)		

NOTES: Final Contract for specific work and sites will be a fixed price agreement for all components. The above information is for evaluation purposes only.