

# REQUEST FOR QUALIFICATION

NWRFQU-23-05

## Climate Action, Planning And Development General Consulting Services

**Closing Time:**

Tuesday, September 19, 2023  
3:00 PM, Local Time, Vancouver BC

**Closing Location:**

upload to [https://fileshare.newwestcity.ca/filedrop/purchasing\\_submissions](https://fileshare.newwestcity.ca/filedrop/purchasing_submissions)

**Further requests for information :**

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

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 this Request.

## **RFQU REQUIREMENTS AND INSTRUCTIONS**

### **1.0 GENERAL INFORMATION**

- 1.1 The City of New Westminster is seeking responses from supplier with experiences in several areas such as climate action, planning and development and to create a shortlist of qualified suppliers (Shortlisted Supplier). Refer to BUSINESS REQUIREMENTS for and SUMMARY OF WORK for additional information.
- 1.2 The City intends to use the Shortlisted Suppliers for projects that are approved within the next five (5) years. During this period the following process will be followed:
1. The initial evaluation is completed and a shortlist is created
  2. The RFQU will remain open and responses will be evaluated on the annual anniversary of the closing date or one (1) of the following conditions:
    - a. Anytime – If a previously shortlisted supplier is no longer able to provide the service
    - b. Anytime – If the original shortlist did not qualify the expected number of suppliers
    - c. Anytime – if the City deems it is in the best interest of the City to add supplier(s) to the shortlist
  3. The evaluation process outlined in this document is to be followed
  4. Only those suppliers deemed qualified will be added.
- 1.3 This RFQU will follow the RFx Process and General Requirements found on this [https://www.newwestcity.ca/database/files/library/RFx\\_4\\_RFx\\_Process\\_and\\_General\\_Requirements.pdf](https://www.newwestcity.ca/database/files/library/RFx_4_RFx_Process_and_General_Requirements.pdf)

### **2.0 BACKGROUND**

- 2.1 The City of New Westminster's Climate Action, Planning and Development (CAPD) department is currently facing an urgent need for a diverse range of consultants who possess relevant skills and experience to assist with various projects that are closely linked to City initiatives. The department manages projects of varying complexity each year, with consulting service budgets ranging between \$10,000 and \$100,000 or higher. The number of annual assignments for each category is dependent upon funding approvals, staff resources, and work plan priorities.
- 2.2 To address this issue, the City is seeking a Prequalified Shortlist of suppliers who can provide consulting services as and when required. These suppliers will become partners with the City and provide their expertise to support the City in managing costs, assessing emerging situations and reducing project delays. It is critical for the City to have a pool of pre-qualified candidates to draw from, which will enable the department to quickly procure contracts and complete its work plan in a timely and cost-effective manner while also making significant contributions to City initiatives.
- 2.3 As the type of projects, that the CAPD department varies throughout the year it is the City's objective to qualify multiple suppliers with varies skills and experiences. The final quantity of suppliers on the shortlist will be dependent on the responses to this RFQU.
- 2.4 Services may be provided remotely or in the City depending on the specific tasks. Individual work assignments will be tailored to a specific project with supporting documents provided as needed.

### **3.0 BUSINESS REQUIREMENTS**

- 3.1 See Appendix D – Summary of Work for a full understanding of the types of services the City may require.
- 3.2 The City is seeking suppliers with the following skills and experiences:
- a. Be registered member(s) of an association with a professional discipline relating directly to the Service being provided, if required.
  - b. Have a good understanding of local, provincial and federal government requirements and have experience providing similar services, as outlined in Section 4.0 and 5.0 below, to a municipality;
  - c. Have proven track records of being proactive in managing project costs and impacts to the project timelines;
  - d. Have sufficient resources to provide services to the City on a regular basis; (The City recognizes specific resources may not always be available for projects when the City requires these resources but, it is expected that all pre-qualified suppliers will be able to respond to a majority resource requests on an annual basis.)
  - e. Provide a key representative to address all issues pertaining to a particular project assigned with minimal, and preferably no, replacement.

**4.0 SUMMARY OF WORK**

- 4.1 See Appendix D – Summary of Work for a high level overview of the type of work that may be required by the City.

**5.0 EVALUATION AND SELECTION PROCESS**

- 1.1 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.
- 1.2 Responses will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weighting</b>
Company Profile	10%
Employee Capability and Experience	50%
Business Process	30%
Value Add	5%
Social and Sustainable	5%
References	Pass/Fail
<b>Total</b>	<b>100</b>

- 1.3 The City advises all Respondents that the process for evaluation/interview and finalizing the shortlist may take 2 – 3 months.
- 1.4 The City will notify each Respondent of the outcome of the evaluation process.

**2.0 SUBMISSION REQUIREMENTS**

- 2.1 All proposals must include and clearly identify:

- a) **Cover Page:** Front page of this RFQU with the required Proponent information filled out and signed.
- b) **Submission Document:** See Appendix C Submission Document, this contains the questions that requires a response.
  - 1) Review each question and answer in the space provided.
  - 2) Do not change the font size or layout.
  - 3) Be aware of any page or paragraph limits related to a question.
  - 4) Be succinct and precise in your answers.
  - 5) All answers should be relevant to this RFQU.
  - 6) Attach all appendices (if applicable) to the back and submit as one (1) PDF document. The City will accept multiple PDF documents but each document must be clearly labelled.
- c) **Living Wage Declaration:** Appendix A

### **3.0 SUBMISSION 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](https://fileshare.newwestcity.ca/filedrop/purchasing_submissions) with **NWRFQU-21-05 Climate Action, Planning And Development General Consulting Services** in the subject line.
- 3.2 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.
- 3.3 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 seven (7) calendar days prior to the closing date. 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>

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**APPENDIX A**

**DECLARATION – LIVING WAGE EMPLOYER**



## 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**

**RESOURCE REQUEST PROCEDURE**

## **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 for scope of services defined in an RFx or a similar work through a “Resource Request”. The City will generally use the following steps:

- a) Email a “Resource Request” to suppliers identified and listed in a specific category.
- b) City may hold a non-mandatory conference call with all qualified Shortlist supplier 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 within five (5) Business Days; the City reserves the right to extend the response time based upon skills and requirements needed.
- d) Submissions will be reviewed and Shortlisted 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 Shortlisted 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 Shortlisted supplier without issuing a Resource Request when it is deemed in the best interest of the City.

**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 Shortlisted 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 Shortlisted supplier.

## **2.0 ADDITION OR REMOVAL OF A SUPPLIER FROM THE SHORTLIST**

**2.1** The City intends to close this qualification once to receive the initial batch of responses. After this, the qualification will be re-opened as noted below. This will create an opportunity to remove or add qualified supplier to the shortlist at the City’s discretion.

- On the anniversary date of the closing of the original RFQU
- Anytime – If a previously shortlisted supplier is no longer able to provide the service
- Anytime – If the original shortlist did not qualify the expected number of suppliers
- Anytime – if the City deems it is in the best interest of the City to add supplier(s) to the shortlist

- a) Respondents who have been removed from the Shortlist list will have an opportunity to resubmit a response to the RFQU
- b) Respondents who were not selected previously will have an opportunity to resubmit a response to the RFQU
- c) All shortlisted suppliers maintaining their position on the list will not need to resubmit a response to the RFQU

**2.2** At the City’s discretion, the City may remove a supplier from a Shortlist where in the opinion of the City any occurrences of the following have occurred:

- a) Failure to notify the City of a change in ownership
- b) Failure to comply with terms of the contract awarded
- c) Failure to respond or notify the City that no Submissions will be forthcoming to three (3) or more Resource Requests



- d) If a supplier fails to inform the City of changes to contact information, the City will not be responsible to contact the supplier to obtain current information.
- e) Failure to submit Submissions to Resource Requests in a timely manner
- f) Providing false or misleading information to a Resource Request
- g) Submitting invoices that contain errors
- h) Contacting a City staff other than the contacts designated under this Qualification process to provide Submissions or solicit business
- i) Providing unacceptable service levels as determined by the City through a collaborative evaluation process.
- j) Failure to deliver services in accordance with an awarded contract to the satisfaction of the City
- k) Employing or attempting to recruit any employee, contractor or subcontractor who is engaged to perform work for the City.
- l) Failure to register and maintain WorkSafeBC assessment coverage, if required to be registered by the Workers Compensation Act
- m) If requested by the supplier(s) to be removed from the Shortlist.

**2.3** The City will notify the supplier(s) in writing of its intent to remove the supplier(s) from a Shortlist. Such removal will be effective immediately.

**2.4** The City reserves the right to reinstate the supplier(s) at the City's discretion, if the supplier(s) provides corrective action that is satisfactory to the City.

**2.5** The City reserves the right in its sole discretion, to not replace a removed supplier from any Shortlist, or to replace a supplier on a Shortlist by way of a new Request for Qualification (RFQU), or add any Respondent from this original RFQU to a Shortlist.

**2.6** For further clarity, if a supplier is removed from a Shortlist through any of the reasons noted above, the City may or may not replace the supplier.

**2.7** If the City determines that the number of Shortlisted suppliers does not meet its needs, the City reserves the right to increase or decrease the number of suppliers(s) on the Shortlist based upon but not limited to the following:

- a) Volume of work
- b) Industry changes
- c) Changes to the City's business requirements

**2.8** The City reserves the right to use the same suppliers(s) for multi phases of any project.

**2.9** The successful supplier(s) will not be guaranteed any volume of business. There is no guarantee that when a specific Resource Request is awarded to a supplier(s) that any subsequent project work will automatically be awarded to that supplier(s).

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**APPENDIX D**

**Summary of Work**

## **Summary of Work**

On the following pages the City has outlined the type of work that may be performed by the Qualified Shortlist of suppliers on an as needed basis. Final Statement of Work with individual suppliers may be different.

### **Research and Best Practice Reviews, including, but not limited to:**

- a. Performing reviews to assess trends, issues, opportunities, and challenges, and their potential impacts on the community, economy, and environment, and making recommendations for appropriate actions based on the findings.
- b. Conducting research on best practices and emerging trends related but not limited to urban planning, sustainable development, and community engagement, and providing recommendations for their implementation in the City.
- c. Developing and maintaining partnerships with academic institutions, research organizations, and other municipalities to stay informed of the latest research and best practices.
- d. Providing best practice, policy or regulatory reviews on topics as required.

### **Development Review**

- a. Leading the planning review of rezoning and development permit applications
- b. Leading the process for complex Comprehensive Development Master Plan sites
  
- a. Construction and Project Management Consulting, including but not limited to:
  - a. Providing data management and workflow consultations on integration of policy and procedures.
  - b. Providing peer review, structural, architectural, code, building envelope, energy, civil, geotechnical, mechanical, electrical, plumbing, fire protection and/or other related fields of consulting for existing and new buildings.

### **Policy and Analysis, including but not limited to:**

- a. Providing strategic advice and direction on the development of policies, programs, related bylaws and design guidelines.
- b. Financial analysis of development proposals and other related matters
- c. Supporting the development and implementation of monitoring programs to assist with the work plan for the CAPD department.
- d. Supporting development of project business cases and technical planning studies.
- e. Leading and facilitating workshops to support the development of policies, studies, and programs.

### **Concept Designs and Cost Estimates, including but not limited to:**

- a. Developing concept designs as required.
- b. Completing order of magnitude, or Class D, cost estimates for completed concept designs.

### **Consultation and Engagement, including but not limited to:**

- a. Assisting in the design, implementation, and facilitation of public/stakeholder engagement processes.
- b. Assisting in interpreting and understanding the implications of public/ stakeholder engagement or consultation results.
- c. Providing digital on-line software program support and design.
- d. Providing graphic design and mapping support.
- e. Providing education, awareness and marketing support.