

City of Coquitlam

Request for Information and Qualifications
RFIQ No. 20-08-04

Construction Management Services for Austin Works Yard

Issue Date: August 28, 2020

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[APPENDIX A - Austin Works Yard Phase One Concept Design](#)

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SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 20-08-04 Construction Management Services for Austin Works Yard
Overview of the Opportunity	The purpose of this RFIQ is to shortlist qualified, professional and experienced firms to participate in a Request For Proposals (“RFP”) process to provide Construction Management Services for Austin Works Yard Renewal (Phase One)
Closing Date and Time	2:00 pm local time Friday September 18, 2020
Instructions for Submission	<p>Submissions are to be consolidated into one PDF file and uploaded electronically through Qfile, the City’s file transfer service accessed at qfile.coquitlam.ca/bid</p> <ol style="list-style-type: none"> 1. In the “Subject Field” enter: RFIQ Number and Name 2. Add files in .pdf format and Send (Ensure your web browser remains open until you receive 2 emails from Qfile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p>
Obtaining RFIQ Documents	RFIQ Documents are available for download from the City of Coquitlam’s website: www.coquitlam.ca/BidOpportunities
Instructions to Proponents	The guidelines for participation that will apply to this RFIQ are posted on the City’s website: Instructions to Proponents
Questions	Questions are to be submitted in writing quoting the RFIQ number and name sent to email: bid@coquitlam.ca
Addenda	Respondents are to check the City’s website for any updated information and addenda issued, before the Closing Date at the following website: www.coquitlam.ca/BidOpportunities
Withdrawal of Submission	Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.

DEFINITIONS

In this RFIQ the following terms will have the meaning set out below:

“City” means the City of Coquitlam.

“Respondent” “Proponent” means an entity that submits a response to this RFIQ and are complimentary in meaning.

“RFIQ” means this Request for Information and Qualifications.

“RFP” means Request for Proposals.

“Submission” means a response submitted for evaluation in response to this RFIQ.

“Services” has the meaning set out in Appendix A and B

1 REQUEST FOR INFORMATION AND QUALIFICATIONS

1.1 Project Description

Austin Works Yard (Yard), located at 500 Mariner Way in Coquitlam, has reached its operational capacity and contains a number of structures, including the Fleet Maintenance Building and Auxiliary Building that have reached the end of their useful life. An Austin Works Yard Master Plan was approved by Council to guide the long-term phased redevelopment of the Yard to meet the servicing needs of the City. Phase One of the Austin Works Yard Renewal prioritizes elements in critical need of replacement and includes the following components:

- Construction of a new 3,440 m² (37,000 sq. ft.) Fleet Maintenance and Workshop Building;
- Expansion of the western portion of the existing yard and associated bulk storage to the north and west;
- Conversion of existing workspaces within the Water Sewer Utility Building to administrative space;
- Intersection and frontage improvements along Austin Avenue; and
- Abatement and demolition of the existing Fleet Maintenance Building and Auxiliary Building.

The preliminary concept drawings of Phase One can be found in the attached Appendix A and B. It is expected that the existing yard and facilities will remain operational during construction to ensure that service to the community is not interrupted.

The construction budget is in the range of \$21 million for the proposed works.

The City of Coquitlam is issuing this Request for Information and Qualifications to select a shortlist of professional, qualified and experienced contractors to participate in a Request for Proposals (RFP) to provide a fee proposal for **Construction Management Services for Austin Works Yard Renewal (Phase One)**.

1.2 Purpose

The purpose of this RFIQ is to:

- a) Invite Submissions from Respondents that describe the desire, relevant expertise, capability and resources of the Respondent to undertake the project Phase One requirements as generally set out in Appendix A and B; and
- b) To select Respondents who will be invited to participate in the RFP stage of the process.

1.3 Eligibility

The guidelines for participation in this RFIQ process are posted on the City's website: [Instructions to Proponents](#)

1.4 Process

The selection process is composed of 2 stages.

Stage 1: - Contractor Prequalification

It is the intent of the City to utilize this RFIQ to generate indications of interest in the project and shortlist, from those who have expressed an interest and rank high on the RFIQ Evaluation Criteria, to facilitate the development of a shortlist of approximately three (3) Respondents that the City identifies to have the expertise, capabilities, and resources to successfully perform the Construction Management Services.

Stage 2: - Request for Proposals

Approximately three (3) Respondents from the RFIQ will be invited to participate in Stage 2, Request for Proposals for the Construction Management Services for Austin Works Yard.

All interested parties should recognize that this RFIQ does not guarantee that a Request for Proposals will be issued following this RFIQ. The City reserves the right to directly negotiate with a Respondent.

1.5 Confidentiality

All Submissions become the property of the City and will not be returned to the Respondent. All Submissions will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

1.6 Schedule Overview

The following milestones support the issuing of the project for tender by April, 2021

MILESTONES	DATE
25% Design / Class D Estimate COMPLETE	November 2020
50% Design / Class C Estimate COMPLETE	February 2021
75% Design / Class B Estimate COMPLETE	May 2021
Building Permit Submission START DATE	May 2021
95% Design / Class A Estimate COMPLETE	July 2021
Council Review and Approval	September 2021
Procurement	October 2021
CONSTRUCTION	Winter 2021
SUBSTANTIAL COMPLETION	Fall 2023

2 RFIQ EVALUATION CRITERIA

The evaluation criteria are as follows:

PROJECT TEAM, QUALIFICATIONS AND EXPERIENCE– 70 POINTS

- a) Project Team and Roles: Experience and qualifications of the project team relevant to this project
- b) Demonstrated Experience: Demonstrated performance on similar projects including, but not limited to, successful delivery of municipal projects, work yards and associated infrastructure.

VALUE ADDED BENEFITS – 30 POINTS

- a) Value Added Benefits: Demonstrated ability in previous projects to create innovative, creative and cost effective design approaches;
- b) Sustainable Benefits: Demonstrated ability in previous projects to integrate cost effective sustainable design options and solutions.

The City reserves the right to release the names of Respondents however no scores will be provided.

The Submission Form and the resumes provide Respondents with the opportunity to demonstrate their strength in the above criteria. Upon submitting a response to this RFIQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with companies applying for the pre-qualification.

3 SELECTION PROCESS

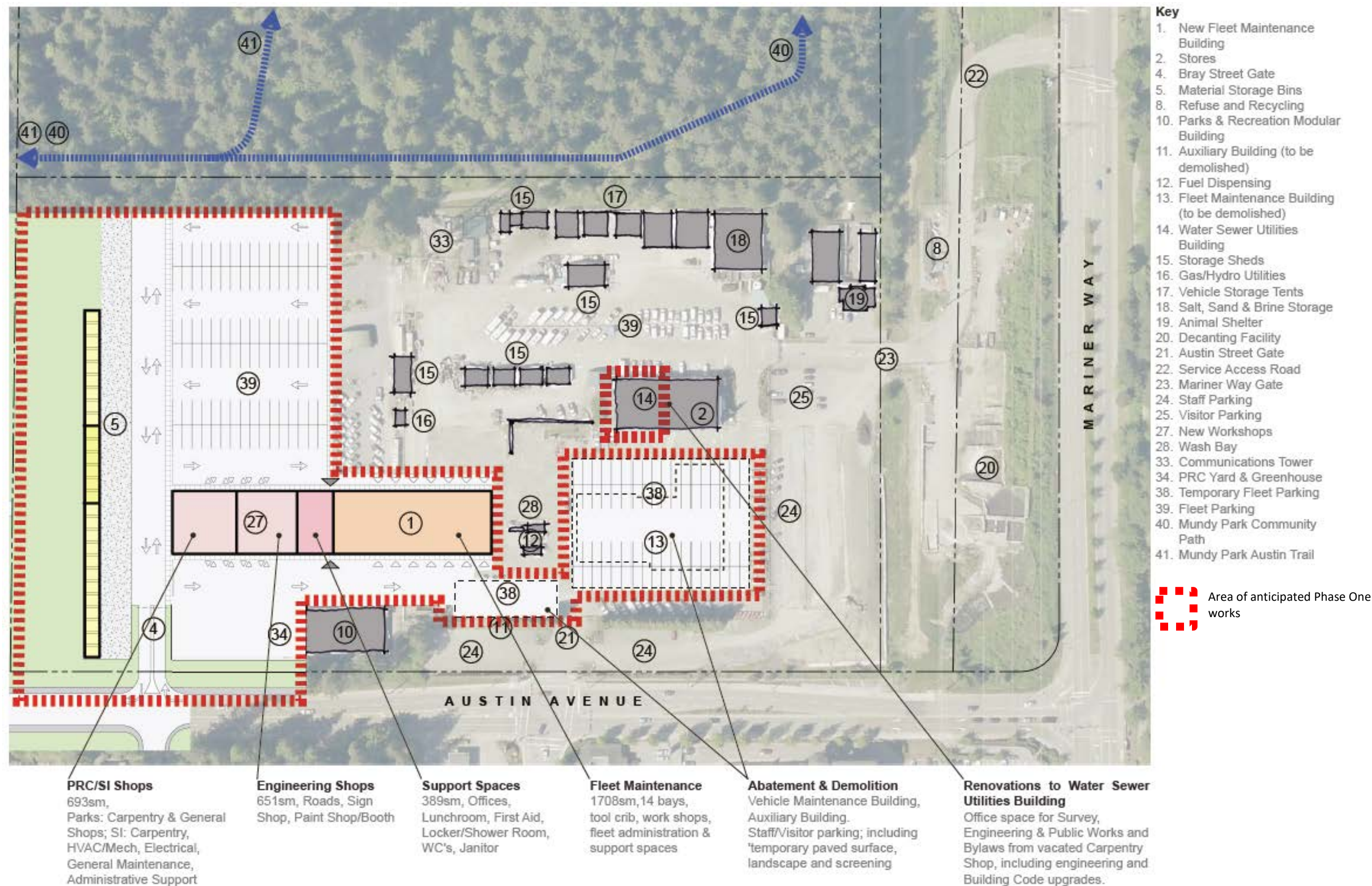
The City will review the Submissions and rank them based on the evaluation criteria outlined above. The City reserves the right to compare submissions to other submissions and consider other criteria that may become evident during the evaluation process.

The City may, at its discretion, interview one or more Respondents, or request clarifications or additional information from a Respondent with respect to any Submission.

The evaluation will be confidential and no totals or scores will be released to any of the Respondents.

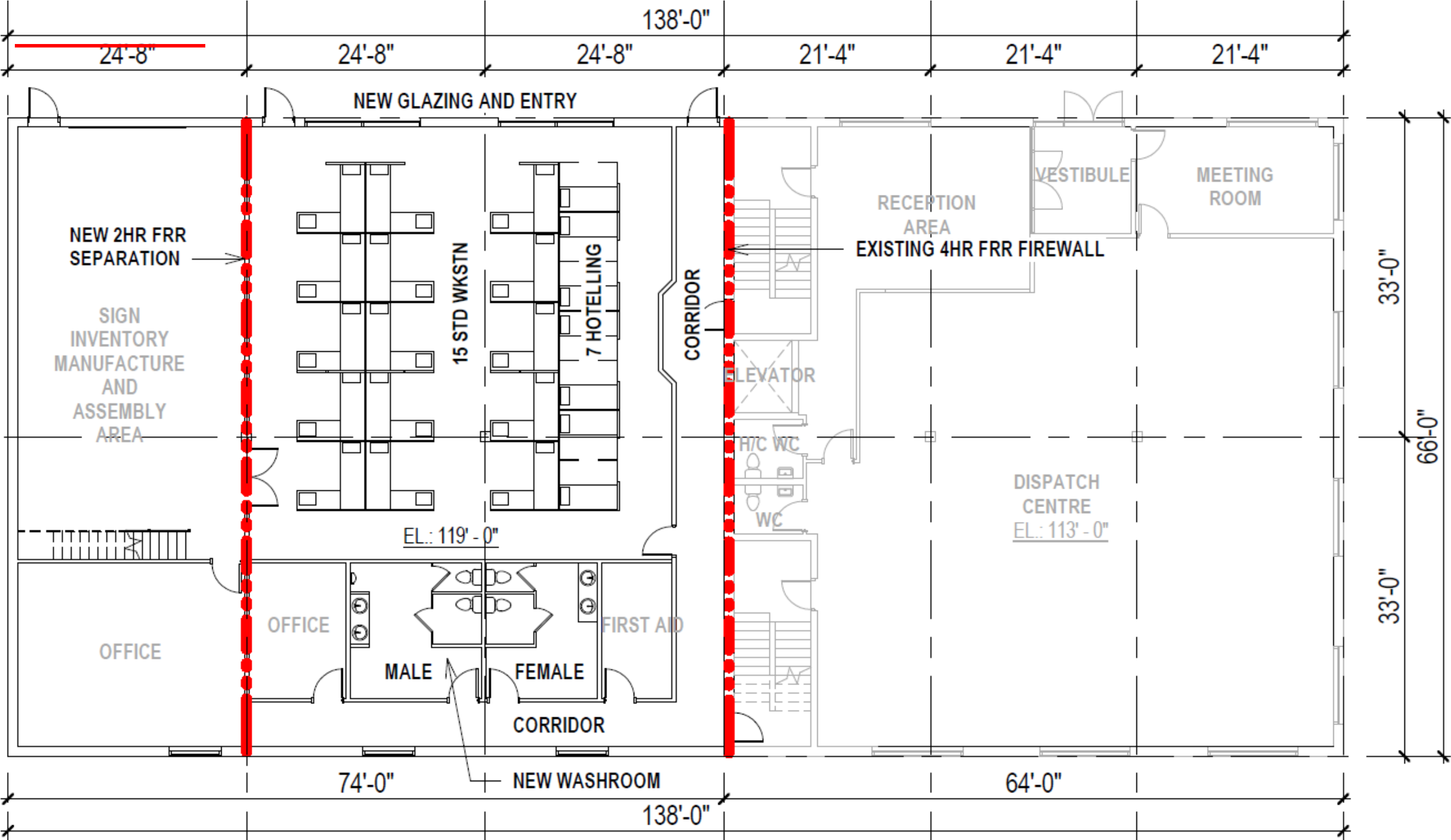
APPENDIX A

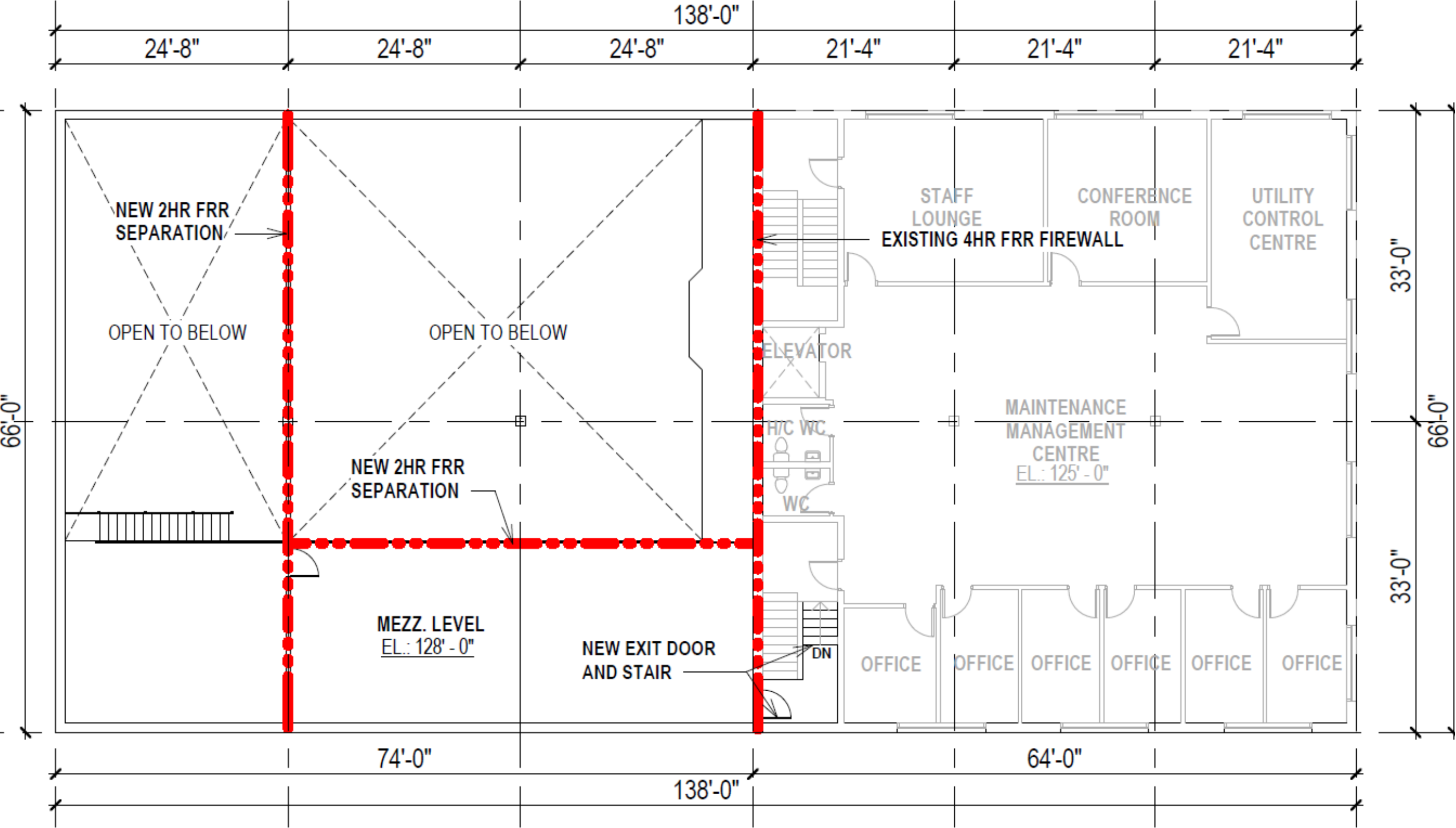
Austin Works Yard Phase One Concept Design



APPENDIX B

Sewer/Water-Use Building Office Fit-Out Concept Design







**City of Coquitlam
Request for Information and Qualifications
RFIQ No. 20-08-04**

**Construction Management Services for
Austin Works Yard**

Submissions will be received on or before 2:00 pm local time

Friday September 18, 2020

("Closing date and time")

INSTRUCTIONS FOR SUBMISSION

Submissions are to be consolidated into one PDF file and uploaded electronically through QFile, the City's file transfer service accessed at website: qfile.coquitlam.ca/bid

- 1. In the "Subject Field" enter:** RFIQ Number and Name
- 2. Add files in .pdf format and "Send"**
(Ensure your web browser remains open until you receive 2 emails from Qfile to confirm upload is complete.)

Respondents are responsible to allow ample time to complete the Submission process. If assistance is required phone 604-927-3037.

SUBMISSION FORM

Complete and return this section including Resumes

Submitted By: _____
(Company Name)

1. KEY PERSONNEL

List your firm's key personnel who would make up the team that would be working on the project. (Add rows as needed). Please include resumes and include as an Attachment to this Submission at a maximum of 2 pages per resume.

Name	Title/Position	Experience

2. EXAMPLES OF SUCCESSFUL PROJECTS

Provide examples of relevant similar projects completed recently.

Project Title and Year	
Project budget	
Project owner/client	
Consulting services budget	
Provide a brief description of the Project including the methodology and/or steps involved in the consulting services, and the deliverables provided by your firm	
Key personnel involved with the consulting services.	
Describe why you believe the project was successful and the role your firm had in the success.	
Reference person (client)	
Telephone and email of reference person	

3. DEMONSTRATED ABILITY TO COMPLETE ASSIGNMENTS ON TIME AND WITHIN BUDGET

1.	Briefly describe how your company will complete assignments on time and within budget?
2.	In the past 5 years, has your firm been delayed in delivering an assignment to the City, or for a client listed in Section 3? Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	What were the reasons for the delay?
4.	How did your firm make attempts to mitigate the issue?
5.	In the past 5 years, has your firm needed to request an increase to its budget in delivering an assignment to the City, or a client listed in section 3? Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	What were the reasons for increasing the budget?
7.	How did your firm attempt to mitigate the issue?

SUB-CONSULTANTS

Sub-consultant	Category	Brief reason as to why the sub-consultant is on your team.

4. SUSTAINABLE BENEFITS

Briefly describe how your firm will incorporate sustainability into design that produce cost effective solutions and the firm's social, economic and environmental initiatives, innovations, and practices and how those would benefit the City.

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5. VALUE ADDED BENEFITS

Provide information on what makes your firm innovative and how creativity will be incorporated in providing options, what is your competitive advantage, and what other services your firm provides that would assist or be of benefit to the City:

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6. CONFLICT OF INTEREST DECLARATION

Respondents shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the City, their elected or appointed officials or employees:

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7. ADDENDA

We acknowledge receipt of the following Addenda related to this RFIQ and have incorporated the information received in preparing this submission:

Addendum No.	Date Issued

8. RESUMES

- **Attach Personnel Resumes**
 - Maximum 2 pages each; include categories of expertise and potential roles they may play such as project manager, designer, etc.

9. AUTHORIZATION

Company Name:	
Address:	
Phone:	
GST Registration No.:	
Project Contact: Name and Title of Individual <i>for communication related to this RFIQ</i> (please print)	
Contact Email:	
Name & Title of Authorized Signatory: (please print) Signature:	
Date:	

The signature above is an authorized representative that can bind the company to statements made in this Submission. For the purpose of this RFIQ, electronic signatures will be accepted.

- End of Submission Form -