

City of Coquitlam

Request for Information and Qualifications
RFIQ No. 20-10-01

Prequalification of General Contractors for Civil Works for Robinson Memorial Cemetery Expansion – Phase 1B

Issue Date: October 15, 2020

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SUBMISSION FORM

SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 20-10-01 Prequalification of General Contractors for Civil Works for Robinson Memorial Cemetery Expansion – Phase 1B
Overview of the Opportunity	The purpose of this RFIQ is to shortlist qualified, professional and experienced firms to participate in an Invitation To Tender (“ITT”) process to provide Civil Works for the Robinson Memorial Cemetery Expansion – Phase 1B
Closing Date and Time	2:00 pm local time Thursday November 5, 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Withdrawal of Submission	Submissions may be withdrawn by written notice only, made by an authorized representative of the Respondent sent to email: bid@coquitlam.ca prior to the Closing Date and Time.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.

“ITT” means Invitation to Tender

“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.

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

1 REQUEST FOR INFORMATION AND QUALIFICATIONS

1.1 Introduction

The City of Coquitlam (the “City”) invites Submissions for the **Prequalification of General Contractors for the Civil work for Robinson Memorial Cemetery Expansion – Phase 1B**. The prequalification process is intended to establish a shortlist of General Contractors with the necessary expertise, capability and resources to perform the work who will be invited to participate in an Invitation to Tender (“ITT”) process.

1.2 Background and Scope of Work

The City of Coquitlam operates the Robinson Memorial Park Cemetery, located at 621 Robinson Street. The entire cemetery is 3.4 hectares with 2.8 hectares developed for interment services and the remaining 0.6 hectares is forested. Based on the current footprint of the cemetery, the cemetery of full burial sites will be depleted in the next 10-15 years.

The Cemetery Services Plan has received support from both Council and the public. This plan includes an expansion, which will occur in various phases. Part of phase 1 (1A) is currently underway with an estimated completion by the end of 2020. The schedule for the next phase is still under review.

The scope for Phase 1B will include the following:

- Clear the existing forest at the North end of the site with the exception of a vegetation screen along Foster Avenue and Robinson Street.
- Within the cleared forest implement approximately 698 green burial plots with a common granite marker, 532 green burial plots with individual markers, and 380 traditional double-depth burial plots.
- An asphalt road extension lined with trees and family estate plots to provide a secondary exit to Robinson Street and additional maintenance route for the northern expansion.
- Pedestrian paths for an enhanced connection along the North and East sides of the site.
- A new fenced maintenance area and the relocation of the existing storage building.
- General landscape work including excavation, ESC works, site preparation, tree protection, invasive species removal, site grading, irrigation, placement of growing medium and sod, planting of shrubs, and granite monuments.

1.3 Project Schedule

The project is scheduled to be tendered immediately after the prequalification process is completed. The construction of the works is estimated to commence in early February, 2021 and to be substantially complete by the end of July, 2021.

The aforementioned represents the City's current project tender and construction schedule. The City may alter the proposed tender schedule and/or contract scope affecting this prequalification in any manner that best serves the City's interests.

1.4 Contractor Considerations

Submissions will be reviewed and evaluated based upon, but not necessarily limited to, the Contractors' experience with Cemetery projects and Civil Works, previous completed projects of this type and size, projects currently being undertaken by the Contractor, past performance in the City and other areas, Contractor's proposed project team, ability to complete the work within the desired schedule, bonding and financial capability, safety program, accident history, WorkSafe BC coverage status and other similar criteria.

1.5 Eligibility

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

1.6 Pre-Qualification Submission Requirements

A complete submission will include the relevant demonstrated experience of the Proponent's team including any sub-contractors. Respondents can submit up to two sub-contractors per work type in the Submission Form. The related sub-contractors' fields include, but are not limited to:

- Civil (Road implementation, grading, drainage)
- Crypt Installation
- Landscape (growing medium, fine grading, planting, sod, seeding)
- Environmental Consultant (ESC works)
- Granite Monuments
- Arborist (tree protection, and clearing)
- Irrigation
- Fencing (storage area and entry gate)
- Concrete (gate pillars/wing walls)
- Masonry (granite stone entry)
- Electrical

Submissions should include:

- a corporate profile;
- resumes of senior management and site supervision staff;
- a minimum of 3 references for previous projects of this type and size involving similar components of civil work (underground services, drainage, concrete, asphalt, earthworks, retaining walls, etc.) Include contact name, title and telephone number;

- Detailed project related experience of all the sub-contractors. It would include project names/client, years of experience, brief reason as to why the sub-contractor is/will be on your team.

Through the prequalification process, the City will establish a list of General Contractors that it judges, in the City's sole discretion, to have the expertise, capabilities, and resources to successfully perform the work.

Upon submitting a response to this RFIQ, Respondents consent to the City and their representatives checking and verifying the information provided.

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Proponents.

Reference checks will be kept confidential and will not be reviewed or discussed with Respondents applying for the pre-qualification.

Responses should be limited to a maximum of 30 pages including resumes.

2 EVALUATION AND 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.

Upon completion of the evaluation, the City may select a shortlist of Respondents to participate in an Invitation to Tender.

We thank all candidates for their interest however only selected or short listed Respondents will be contacted.



**City of Coquitlam
Request for Information and Qualifications
RFIQ No. 20-10-01**

**Prequalification of General Contractors for Civil Works for Robinson
Memorial Cemetery Expansion – Phase 1B**

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

Thursday November 5, 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 including senior management. (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 three examples of relevant similar projects completed recently.

1. Project Title and Year	
Project budget	
Project owner/client	
Provide a brief description of the Project including the methodology and/or steps involved, and the deliverables provided by your firm	
Key personnel involved with the Project.	
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	

2. Project Title and Year	
Project budget	
Project owner/client	
Provide a brief description of the Project including the methodology and/or steps involved, and the deliverables provided by your firm	
Key personnel involved with the Project.	
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. Project Title and Year	
Project budget	
Project owner/client	
Provide a brief description of the Project including the methodology and/or steps involved, and the deliverables provided by your firm	
Key personnel involved with the Project.	
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 WORK ON TIME AND WITHIN BUDGET

1.	Briefly describe how your company will complete the work on time and within budget?
2.	In the past 5 years, has your firm been delayed in delivering a Project to the City, or for a client listed in Section 2? 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 the Project budget in delivering a Project to the City, or a client listed in section 2? 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?

4. SUB-CONTRACTORS

Provide the name of the Sub-contractor that will be used for the following work types. Use **NA** if the work will be done by the General Contractor:

	Type of Work	Sub-contractor	Related Work Experience
1.	Civil (road implementation, grading, drainage)		
2.	Crypt Installer		
3.	Landscape (growing medium, fine grading, planting, sod, seeding)		
4.	Electrical		
5.	Monument Supplier		
6.	Arborist (tree protection, clearing)		
7.	Irrigation		
8.	Fencing (storage area and entry gate)		
9.	Concrete (gate pillars, wing walls)		
10.	Masonry (granite stone entry)		
11.	Other		

5. 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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6. 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

7. RESUMES

Provide resumes for the key personnel who would make up the team for the project. Resumes should be a maximum of 2 pages per personnel and include categories of expertise and potential roles they may play such as project manager, site superintendent, etc.

8. 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 -