



**CITY OF COQUITLAM  
REQUEST FOR INFORMATION AND QUALIFICATIONS  
RFIQ No. 14-03-05**

**PRE-QUALIFICATION OF GENERAL CONTRACTORS FOR CIVIL AND  
LIGHTING WORKS FOR SYNTHETIC TURF**

**Submissions will be received on or before 2:00 pm local time on  
Tuesday, April 1, 2014  
("Closing date and time")**

**Introduction**

The City of Coquitlam (the "City") invites Submissions for **Prequalification of General Contractors** for the construction of the civil and lighting work required for one synthetic turf sports field at **Coquitlam Town Centre Park**.

The prequalification process is intended to establish a list of General Contractors with the necessary expertise, experience and resources to perform the work. The City will then issue a competitive bid opportunity to those companies that are selected.

**Scope of Work**

The project components will be tendered under one contract in order to enable the synthetic turf field to be open and ready for use by **August 31, 2014**. The work will include site preparation, demolition/removal, excavation, electrical services, high mast sports lighting system, field drainage system, permeable aggregate field base, gravel supply and installation, concrete pathways and retaining walls, chain link fencing, landscaping and other related work for one synthetic turf sports field.

The work excludes the supply and installation of turf and will be carried out concurrently with the installation of the synthetic turf sports field surfacing which has already been selected by the City and will be completed under a joint agreement with the successful Proponent of this RFIQ.

The project has an estimated budget of \$1,300,000. Only those Contractors that prequalify will be eligible to bid.

## **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 by beginning of June, 2014 and to be substantially complete ready for synthetic turf installation by approximately middle of July, 2014.

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

## **Contractor Considerations**

Submissions will be reviewed and evaluated based upon, but not necessarily limited to, the Contractors' experience with synthetic turf, 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.

It is recognized that there are a limited number of contractors with specific experience in the construction of synthetic turf sports fields. In addition, as this project requires a relatively significant amount of civil construction work to be efficiently constructed over a short period of time, experience with larger civil work projects will be important. Accordingly, the City will consider contractors with experience in the construction of similar sized civil work projects (ie. underground services, grading, pavement, earthworks, retaining walls, etc.) but will give preference to those experienced in synthetic turf field construction.

## **Qualification Submission Requirements and Evaluation Criteria**

A completed CCDC 11 – Contractor's Qualification Statement, available from the BC Construction Association should accompany the Submission and may contain most of the information requested. However, Respondents may supplement their Submission with additional information.

Submissions should include:

- corporate profile;
- examples of recent relevant work stating construction cost and timeframe;
- resumes of senior management and site supervision staff showing their experience on similar work indicating the number of projects they personally have worked on
- certified proof of bonding & insurance capacity;
- a minimum of 3 references, including contact name, title and telephone number;
- a list of previous projects of this type & size involving synthetic turf sports fields, in particular projects with permeable aggregate base construction; and

- a list of previous projects of this type and size involving similar components of civil work (underground services, drainage, concrete, asphalt, earthworks, retaining walls, etc.) including annual value of total projects for the last 3 years;
- Value Added
- Sustainable Benefits

Through the prequalification process, the City will establish a shortlist 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. References may be contacted. Reference checks will be kept confidential and will not be reviewed or discussed with companies applying for the pre-qualification.

### **Evaluation and Selection Process**

The evaluation team will review the Submissions and rank them based on the evaluation criteria outlined above. The City reserves the right to consider other criteria that may become evident during the evaluation process to obtain best value. 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 will;

- a) select a shortlist of pre-qualified General Contractors to participate in a subsequent competitive bid opportunity for the construction services.

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

### **Shortlist for Future Projects**

Based on the evaluation results, the City may create a short list of pre-qualified General Contractors that may be utilized for future similar projects based on community needs with budget approval. The City anticipates that Submissions from the pre-qualified General Contractors will remain on file for a period of up to three (3) years or until such a time as the City releases a new request for qualifications. The City makes no representation of any kind as to whether it will invite tenders/proposals for future projects, or as to the volume of future projects. The City also reserves the right to implement a separate pre-qualification process for any project at its discretion, including where more specialized services or projects are involved.

### **Closing Date and Time**

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

**Tuesday, April 1, 2014**

## **Instructions for Submission**

Submissions are to be uploaded through QFile, the City's file transfer service accessed at <http://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 and you receive 2 emails from Qfile to confirm receipt)

Should assistance be required phone: 604-927-3060.

Submissions shall be deemed to be successfully received when displayed as new email in the in-box of the City email address. The City will not be liable for any delay for any reason including technological delays, or issues by either party's network or email program, and the City will not be liable for any damages associated with Submissions not received.

The City at their sole discretion reserves the right to accept Submissions that are received after the Closing date and time but is under no obligation to evaluate.

## **Enquiries**

Questions are to be submitted in writing and sent to email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca) referencing the RFIQ name and number. Enquiries should be made no later than 3 business days before the closing date. The City at its sole discretion will determine which enquiries require response, which will be provided to all interested parties by issue of written addenda and posted on the City's website before the closing date.

## **Addenda**

Interested parties are required to check the City's website before the closing date for any updated information and addenda issued at:  
<http://www.coquitlam.ca/BidOpportunities>

Upon submitting a Submission, Respondents will be deemed to have received notice of all addenda that are posted on the City website and deemed to have considered the information for inclusion in the submission.

## **Freedom of Information and Protection of Privacy Act**

Information received by the City will be held in confidence and will become the property of the City. The City is, however, bound by the provisions of the Freedom of Information and Protection of Privacy Act, and all parties are advised that submissions will be treated as public documents and their contents may be disclosed, pursuant to the Act.

Respondents agree that by submitting a response to this RFIQ, the City may disclose the name of their company(s).

### **Conflict of Interest**

Respondents should disclose in their Submission any potential conflicts of interest and existing business relationships they may have with the City.

### **Solicitation of Council Members and Staff**

Respondents will not contact any member of the City Council or staff with respect to this RFIQ at any time prior to the award of a contract or the termination of this RFIQ other than as permitted as an enquiry identified in this RFIQ. The City may reject the submission of any respondent that makes any such contact.

### **Not a Tender or Request for Proposals**

This RFIQ is not a tender process nor is it an Invitation to Tender or Request for Proposals and is not intended to create a contractual relationship between the City and the respondent. By issue of this RFIQ document, the City intends to reserve itself to absolute and unfettered discretion to invite, consider and analyze submissions, select preferred respondent(s) and negotiate with or issue a Request for Proposals or Tender to the preferred respondent(s) or cancel this RFIQ process as the City considers desirable.

### **No Claim**

No respondent shall have any claim for any compensation of any kind whatsoever, as a result of submitting a response to this RFIQ, and by submitting their company's information, each respondent agrees that it has no claim.

### **No Obligation**

The City reserves the right to accept or reject any or all submissions or cancel this RFIQ at any time.

### **Respondent Expenses**

The City will not be responsible for any costs incurred by the Respondents in the preparation of a submission.

D. Trudeau, Purchasing Manager  
Email: [bid@coquitlam.ca](mailto:bid@coquitlam.ca)  
Issue Date: March 20, 2014