



CITY OF COQUITLAM
REQUEST FOR INFORMATION AND QUALIFICATIONS
RFIQ No. 16-02-03

CONTRACTOR PRE-QUALIFICATION
CIVIL WORKS and NATURAL TURF SPORTFIELD CONSTRUCTION

Submissions will be received on or before 2:00 pm (local time)
Thursday, March 3, 2016
(Closing date and time)

Obtaining RFIQ Documents

RFIQ Documents are available for downloading from the City of Coquitlam's website:
www.coquitlam.ca/BidOpportunities

Printing of RFIQ documents is the sole responsibility of the Respondents.

Addenda

Respondents are required to check the City's website for any updated information and addenda before the closing date at the City website: www.coquitlam.ca/BidOpportunities

Enquiries

All enquiries regarding this RFIQ should be submitted in writing 3 business days prior to the Closing date and sent to email: bid@coquitlam.ca

Submissions

The City reserves the right to accept or reject any or all Submissions or accept a response deemed to be in the best interest of the City.

The City will not be responsible for any costs incurred by Respondents in preparing a response.

D. Trudeau
Purchasing Manager

Issue Date: February 17, 2016

Table of Contents

	Page
Definitions	3
1. Introduction	4
2. Term.....	4
3. Scope of Work	4
4. Project schedule	4
5. Contractor Considerations.....	4
6. Qualification Submission Requirements and Evaluation Criteria	5
7. Evaluation and Selection Process.....	6
8. Closing Date and Time	6
9. Instructions for RFIQ Submission	6
10. Enquiries.....	7
11. Addenda	7
12. Freedom of Information and Protection of Privacy Act	7
13. Conflict of Interest	7
14. Solicitation of Council Members and Staff	7
15. Not a Tender or Request for Proposals	8
16. No Claim	8
17. No Obligation.....	8
18. Respondent Expenses	8

APPENDICES

- [Appendix A](#) – Relevant Contracts Completed in the Last Five Years
- [Appendix B](#) – Construction Contracts Awarded or Underway as of the Submission Date

[Submission Form](#)

Definitions

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

“**City**” means the City of Coquitlam.

“**Contract**” means a formal written contract between the City and a Contractor selected to undertake the Services.

“**Contractor**” means the person(s) firm(s) or corporation(s) selected by the City to carry out all duties, obligations, work and services described in the Request for Information and Qualifications and all associated documentation, which may also include mutually agreed revisions subsequent to submission of a Proposal. Both “Contractor” and “Proponent” are complementary in terms of duties, obligations and responsibilities contemplated at the Request for Proposals stage, through evaluation process, execution and performance of the services and works.

“**Preferred Proponent**” means a proponent selected by the Evaluation Committee to participate in a subsequent RFP process or enter into negotiations for a Contract.

“**Proponent**” means an entity that submits a subsequent proposal.

“**Respondent**” means an entity that submits a response to this RFIQ.

“**RFIQ**” means this Request for Information and Qualifications.

“**Services**” means and includes anything and everything required to be done by the Contractor for the fulfillment and completion of the Contract as described in this RFIQ.

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

1. Introduction

The City of Coquitlam (the “City”) invites Submissions for the prequalification of General Contractors for the construction of the civil work and construction of natural turf sport field. The prequalification process is intended to establish a list of General Contractors with the necessary expertise, capability and resources to perform the work.

2. Term

The City will create a shortlist of prequalified General Contractors to provide Civil Works and Natural Turf Sportfield Construction for the next two (2) or more years or until the City issues a new prequalification bid process.

3. Scope of Work

The project components included under this prequalification process will be tendered under various contracts. The works will include site preparation, demolition/removal, excavation, electrical services, field drainage system, permeable sand field base, gravel supply and installation, concrete pathways and retaining walls, chain link fencing, landscaping and other related work for a natural turf sport field. The contract will include field maintenance for a period of three (3) to nine (9) months after seeding or sodding.

The Contractor shall be capable to complete projects on schedule and on budget. Only those contractors that pre-qualify will be eligible to bid on the future tendered construction work.

4. Project schedule

The City of Coquitlam (City) will potentially be tendering multiple projects immediately after the prequalification process is completed. The construction projects anticipated for 2016 are estimated to commence by beginning of May, 2016 and to be substantially complete by approximately by September or October 2016.

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.

5. Contractor Considerations

Submissions will be reviewed and evaluated based upon, but not necessarily limited to:

- Contractors’ proven experience with natural turf
- previous completed projects of this type, size, and complexity within the last 5 years
- projects currently being undertaken by the Contractor

- past performance in the City and other areas with references
- proposed project team and project resources
- 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 natural turf sport fields. In addition, as the projects may have 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.) who may have little or no direct experience in natural turf field construction.

6. 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 project 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 and size involving similar components of civil work and involving natural turf sport fields, in particular projects with permeable sand base construction;
- underground services, drainage, concrete, asphalt, earthworks, retaining walls, etc.;
- examples of how the contractor can provide value added services and sustainability benefits to the project;
- evidence of good standing with WorkSafeBC;
- evidence of resources, equipment, capacity, and availability to successfully complete project.

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.

7. 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.

The City will create a shortlist of prequalified General Contractors to provide Civil Works and Natural Turf Sportfield Construction for the next two (2) or more years or until the City issues a new prequalification bid process.

8. Closing Date and Time

Submissions will be received by the City of Coquitlam on or before 2:00 pm local time:

Thursday, March 3, 2016
(Closing date and time)

9. Instructions for RFIQ Submission

Submissions are to be uploaded through QFile, the City's file transfer service accessed at <http://qfile.coquitlam.ca/bid>

In the "Subject Field" enter: RFIQ Number and Name
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.

10. Enquiries

Questions are to be submitted in writing and sent to email: bid@coquitlam.ca referencing the RFIQ name and number. Enquiries should be made no later than 5 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.

11. Addenda

Interested parties are required to check the City's website before the closing date for any updated information and addenda issued at:

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.

12. 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).

13. Conflict of Interest

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

14. 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.

15. 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.

16. 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.

17. No Obligation

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

18. Respondent Expenses

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

Appendix A

Relevant Contracts Completed in the Last Five Years:

#1 Project Title and Location:	Owner:
Description	
Relevance to the City's RFIQ:	
Original Contract Value:	
Final Contract Value:	
Original Planned Completion Date:	
Actual Completion Date:	
Owner Contact Name:	
Position:	
Phone Number:	
Project Consultant Name:	
Phone Number:	

#2 Project Title and Location:	Owner:
Description	
Relevance to the City's RFIQ:	
Original Contract Value:	
Final Contract Value:	
Original Planned Completion Date:	
Actual Completion Date:	
Owner Contact Name:	
Position:	
Phone Number:	
Project Consultant Name:	
Phone Number:	

City of Coquitlam - RFIQ No. 16-02-03
 Contractor Pre-Qualification – Civil Works and Natural Turf Sportfield Construction
 Appendix A - Relevant Contracts Completed in the Last Five Years

#3 Project Title and Location:		Owner:
Description		
Relevance to the City's RFIQ:		
Original Contract Value:		
Final Contract Value:		
Original Planned Completion Date:		
Actual Completion Date:		
Owner Contact Name:		
Position:		
Phone Number:		
Consultant Name :		
Phone Number:		

#4 Project Title and Location:		Owner:
Description		
Relevance to the City's RFIQ:		
Original Contract Value:		
Final Contract Value:		
Original Planned Completion Date:		
Actual Completion Date:		
Owner Contact Name:		
Position:		
Phone Number:		
Consultant Name :		
Phone Number:		

City of Coquitlam - RFIQ No. 16-02-03
 Contractor Pre-Qualification – Civil Works and Natural Turf Sportfield Construction
 Appendix A - Relevant Contracts Completed in the Last Five Years

#5 Project Title and Location:		Owner:
Description		
Relevance to the City's RFIQ:		
Original Contract Value:		
Final Contract Value:		
Original Planned Completion Date:		
Actual Completion Date:		
Owner Contact Name:		
Position:		
Phone Number:		
Project Consultant Name:		
Phone Number:		

#6 Project Title and Location:		Owner:
Description		
Relevance to the City's RFIQ:		
Original Contract Value:		
Final Contract Value:		
Original Planned Completion Date:		
Actual Completion Date:		
Owner Contact Name:		
Position:		
Phone Number:		
Project Consultant Name:		
Phone Number:		

Appendix B

Construction Contracts Awarded or Underway as of the Submission Date:

#1 Project Title and Location:	Owner:
Description	
Relevance to the City's RFIQ:	
Contract Value:	
Scheduled Completion Date:	
Owner Contact Name: Position: Phone Number:	
Project Consultant Name: Phone Number:	

#2 Project Title and Location:	Owner:
Description	
Relevance to the City's RFIQ:	
Contract Value:	
Scheduled Completion Date:	
Owner Contact Name: Position: Phone Number:	
Project Consultant Name: Phone Number:	

City of Coquitlam - RFIQ No. 16-02-03
 Contractor Pre-Qualification – Civil Works and Natural Turf Sportfield Construction
 Appendix B – Construction Contracts Awarded or Underway as of the Submission Date

#3 Project Title and Location:	Owner:
Description	
Relevance to the City's RFIQ:	
Contract Value:	
Scheduled Completion Date:	
Owner Contact Name:	
Position:	
Phone Number:	
Project Consultant Name:	
Phone Number:	

#4 Project Title and Location:	Owner:
Description	
Relevance to the City's RFIQ:	
Contract Value:	
Scheduled Completion Date:	
Owner Contact Name:	
Position:	
Phone Number:	
Project Consultant Name:	
Phone Number:	



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**Submissions will be received on or before 2:00 pm (local time)
Thursday, March 3, 2016
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INSTRUCTIONS FOR SUBMISSION

Submissions are to be uploaded through QFile, the City’s file transfer service accessed at website: <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 upload is complete)

Respondents are responsible to allow ample time to complete the submission process.

If Qfile upload assistance is required phone 604-927-3060 or fax 604-927-3035.

SUBMISSION FORM

Complete and return this Submission Form with:

- **Appendix A – Relevant Contracts Completed in the Last Five Years**
- **Appendix B – Construction Contracts Awarded or Underway as of the Submission Date**

Submitted by: _____
(company name)

1. Authorization

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

The signature is an authorized person of the organization and declares the statements made in their submission are true and accurate.

For the purpose of this RFIQ, electronic signatures will be accepted.

Failure to complete all the required information may result in the request being considered incomplete and rejected.

2. Company Structure

Year Established:					
Joint Venture:		Corporation:		Partnership:	
Registered:		Sole Proprietor:		Other:	

3. Officers, Partners and Principals

Name	Title

4. Bonding Company Name & Location

Bonding Company Name & Location:	
Contact Person:	
Phone:	
Fax:	
Email:	
Bonding Limit:	
Bonding used as of submission date:	

Attach to your submission, a letter from a surety authorized to conduct business in B.C., confirming the Contractor’s ability to obtain bid bonds, performance bonds and labour & materials payment bonds for contract values up to \$12 million.

City of Coquitlam - RFIQ No. 16-02-03
Contractor Pre-Qualification – Civil Works and Natural Turf Sportfield Construction
Submission Form

5. Insurance Company Name & Location

Insurance Company Name & Location:	
Contact Person:	
Phone:	
Fax:	
Email:	

Provide evidence of the Contractor's ability to secure appropriate insurance coverage for all risks of property damage, bodily injury, and comprehensive general liability to protect itself, its subcontractors and the City, meeting the insurance requirement for a project of similar nature, size, scope and complexity.

6. Annual Value of Construction Work for the Past Five Years

Year	Value \$
2015	
2014	
2013	
2012	
2011	

7. Key Personnel Proposed

Attach resumes of qualifications and experience for Principal(s), Project Manager(s), Superintendent(s) etc. for the following key personnel:

Name	Title/Position

8. Declaration

If response to any of the questions below is YES, on a separate page provide a complete explanation. Include all details including project name, location, names of all parties involved and relevant dates, etc.

- a) Has your firm been terminated on any contract prior to completing a contract or has any officer, partner or principal of your firm been an officer, partner or principal of another firm that was terminated or failed to complete a contract, in the last five years? _____
- b) Has a payment or performance bond been invoked against your current firm, or has any officer, principal or individual with a financial interest in your current firm been an officer, principal or individual with a financial interest in another firm that had a payment or performance bond invoked, in the last five years?

- c) Has your firm, within the last five years, filed any lawsuits or requested arbitration with regard to contracts? _____
- d) Has any subcontractor, within the last five years, filed a demand for direct payment or filed litigation to enforce a Builder's lien against property in connection with work performed or materials supplied under any of your contracts? _____
- e) Are there any judicial proceedings (other than criminal proceedings) pending or concluded (in the last five years) against your firm or a principal or officer or anyone with a financial interest in your firm relating to the procurement or performance of any construction contract including but not limited to actions to obtain payment brought by subcontractors, suppliers or others? _____
- f) Have any judicial or administrative proceedings been brought or concluded (in the last five years), adversely against your firm or a principal or officer or anyone with a financial interest in your firm relating to a violation of any municipal, provincial or federal law regulating hours of labour, unemployment compensation, minimum wages, overtime pay, WorkSafeBC, labour relations, occupational health or safety? _____
- g) Have there been any death(s) of any employee or others occurring in connection with any of your contracts in the last five years? _____
- h) Has any employee or other person in the last five years, suffered an injury in connection with any of your contracts resulting in their inability to return to work for a period in excess of six months? _____

9. WorkSafeBC

Submit (or attach) a Clearance letter from WorkSafeBC confirming that your firm is currently in good standing, or provide the company WorkSafeBC Account Number and the City will obtain the Clearance letter. _____

(WorkSafeBC Account Number)

10. Sustainable Practises and Initiatives

Provide information on Sustainable Practises and Initiatives; including any supporting documentation, that addresses how its organization minimizes: waste emissions, the use or generation of harmful substances, the use of non-renewable resources and, and/or maximizes energy and materials efficiency, and/or involves actions which contribute to social development or assists in the conservation or development of social capital either in this community or elsewhere:

11. Health and Safety Program:

Does your firm have a written safety program in place that meets the requirements of WorkSafeBC? Yes No

If no is checked, please advise how safety training is accomplished.

Do your firm have a safety and health orientation for new employees? Yes No

12. Quality Assurance

The City is a high performance organization with a culture committed to building and maintaining high levels of trust, commitment, enthusiasm, and end user satisfaction within our organization, in the service of our clients.

Describe in detail any quality assurance programs or incentives your company has in place supporting such a culture, citing specific examples of results where applicable.

13. Customer Service

In the event of a contract award, describe the steps you will have in place to ensure deliverables are met and communications are maintained.

14. Value Added Benefits

Provide information on what makes the Contractor innovative. What is your competitive advantage, and what other additional services does the Contractor provide that would assist or be of benefit the City.