



**CITY OF COQUITLAM
REQUEST FOR INFORMATION AND QUALIFICATIONS
RFIQ No. 74731**

**CONTRACTOR PRE-QUALIFICATION
PINETREE WAY ENHANCEMENT**

**Submissions will be received on or before 2:00 pm local time on
Tuesday, December 16, 2014
("Closing date and time")**

The City of Coquitlam (the "City") invites Submissions for **Prequalification of General Contractors** for the construction of street beautification, street and feature lighting, signalization and road works for the **Pinetree Way Enhancement** project.

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.

Non-Mandatory Viewing of Project Design Drawings

For further project details, 90% design drawings will be available for viewing at City Hall, Council Committee Room, on Wednesday **December 3rd, from 9:00am to 12:00 noon.**

D. Trudeau
Purchasing Manager

Issue Date: November 25, 2014

TABLE OF CONTENTS

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

SUBMISSION FORM

APPENDICES

- **Appendix A** – Relevant Contracts Completed in the Last Five Years (for completion)
- **Appendix B** – Construction Contracts Underway as of the Submission Date (for completion)

1. **SCOPE OF WORK**

The project consists of the enhancement of approximately 1.3 km of Pinetree Way from Town Centre Boulevard to Barnet Highway. This project is to complement the new Evergreen line works. The attached Figure shows an overview of the works and limits. Additional information can be found at:

<http://www.coquitlam.ca/city-services/roads-and-transportation/design-construction-projects/pinetree-way-enhancement-project.aspx>

Some examples of the project components are as follows:

- Roadwork, including HMAC (hot mix asphalt concrete) paving, curb & gutter, concrete bus pads, retaining walls, pavement markings, and signage;
- Concrete multi-use pathways and sidewalks including architectural finishes with textured surfaces and decorative features such as in-lays, exposed aggregate and aggregate banding, sandblasting, and saw-cut patterning;
- Street furniture, including bus shelters and custom benches;
- Landscaping, including trees, shrubs, planting beds, and irrigation;
- Street and pedestrian lighting;
- Traffic Signals;
- Custom thermoplastic roadway, multiuse pathway and sidewalk markings;
- Drainage improvements;
- Feature and accent lighting with programming kiosks at various locations;
- Fiber optic cable interconnections;
- Customized areas and features include:
 - The Branches (custom Steelwork and setting in concrete)
 - Street Markers (custom steel bollards with lighting)
 - The Pines (specialized retaining walls and landscaping)
 - Plazas (banding, custom colored concrete, curved and lineal shapes);
- Upgrades to Coquitlam Center mall access at Anson Avenue and other improvements to development accesses to Pinetree Way.

2. **PROJECT SCHEDULE**

The project is scheduled to be tendered Early February 2015. The construction of the works is estimated to commence by the beginning of April, 2015 and to be substantially complete July, 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 that best serves the City's interests.

3. CONTRACTOR CONSIDERATIONS

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

- the Contractors' proven experience
- 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
- the 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.

4. QUALIFICATION SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

Submissions should include:

- corporate profile;
- resumes of senior management and site supervision staff showing their experience on similar work indicating the number of projects they personally have worked on;
- proof of bonding & insurance capacity;
- a minimum of 3 references, including contact name, title and telephone number (see Appendix A);
- verification of successfully working on and completing projects with complex traffic management and construction staging requirements;
- proven ability to provide sound communication plans and keeping businesses in operation and mitigation for disruption of traffic & pedestrian flows;
- successfully completed projects of this type, size, scope, and complexity involving similar components of beautification, landscape work, complex architectural concrete works, civil work (underground services, drainage, concrete, asphalt, earthworks, retaining walls, etc.), electrical work and experience with fiber optic installation and irrigation works including annual value of total projects for the last 5 years;
- examples of how the contractor can provide value added and sustainability benefits to the project;
- in good standing with Worksafe BC;
- 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.

5. 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 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.

6. CLOSING DATE AND TIME

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

Tuesday, December 16, 2014
(Closing date and time)

7. INSTRUCTIONS FOR RFIQ 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.

8. 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 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.

9. 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.

10. 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).

11. CONFLICT OF INTEREST

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

12. 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.

13. 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.

14. 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.

15. NO OBLIGATION

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

16. RESPONDENT EXPENSES

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



**CITY OF COQUITLAM
REQUEST FOR INFORMATION AND QUALIFICATIONS
RFIQ No. 74731**

**CONTRACTOR PRE-QUALIFICATION
PINETREE WAY ENHANCEMENT**

**Submissions will be received on or before 2:00 pm local time on
Tuesday, December 16, 2014
("Closing date and time")**

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

Submitted by: _____
(company name)

1. **AUTHORIZATION**

| | |
|---|--|
| Company Name: | |
| Address: | |
| Phone: | |
| Fax: | |
| 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.

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 \$ |
|-------------|-----------------|
| 2014 | |
| 2013 | |
| 2012 | |
| 2011 | |
| 2010 | |

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.

Appendix A

Relevant Contracts Completed in the Last Five Years:

Project Title and Location: _____
Description: _____ Original Contract Value:\$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Appendix A

Relevant Contracts Completed in the Last Five Years (cont'd):

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Appendix B

Construction Contracts Underway as of the Submission Date:

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____

Project Title and Location: _____
Description: _____ Original Contract Value: \$ _____
Owner: _____ Final Contract Value: \$ _____
Original Planned Completion Date: _____ Actual Completion Date: _____
Contact Name, Position & Phone #: _____
Consultant Name & Phone #: _____
Relevance to this Project: _____