

**City of Coquitlam**

**SUBMISSION FORM**

**RFIQ No. 24-071**

**Northeast Community Centre – Construction Manager**

**Proposals will be received as per date and time in** [**Key Dates Section**](#kdate)

**INSTRUCTIONS FOR SUBMISSION**

Proposal submissions are to be returned in Microsoft Word and any other supporting documents to be consolidated into one PDF file and uploaded through QFile, the City’s file transfer service accessed at website: [qfile.coquitlam.ca/bid](http://qfile.coquitlam.ca/bid)

**1. In the “Subject Field” enter:** RFIQ Number and Name

**2. Add files and “Send Files”**

 (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.

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| **Legal Name of Respondent** |  |
| **Contact Person and Title** |  |
| **Business Address** |  |
| **Telephone** |  |
| **Email Address** |  |

1. **DEPARTURES AND AWARD**

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| 1. **Section 1e below items are not required as part of this RFIQ Submission but may be required prior to entering into an agreement with the City. The City would like to be aware of departures before Stage 2.**
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| 1. **CONTRACT -** I/We have reviewed the City’s **Supplementary Conditions to CCDC 5A-2010** and would be prepared to enter into in an agreement that incorporates the City’s **Supplementary Conditions to CCDC 5A-2010**, amended by the following departures (list, if any):
 |
| **Section** | **Requested Departure(s) / Alternative(s)** |
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| 1. **CONTRACT -** I/We have reviewed the City’s **Supplementary Conditions to CCDC 2 – 2008** and would be prepared to enter into in an agreement that incorporates the City’s **Supplementary Conditions to CCDC 5A-2010**, amended by the following departures (list, if any):
 |
| **Section** | **Requested Departure(s) / Alternative(s)** |
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| 1. **SERVICES**

I/We have reviewed the Services as descibed in section 1.8, Instruction to Respondents, in this RFIQ and are prepared to meet those requirements, amended by the following departures and additions (list, if any): |
| **Requirements – Requested Departure(s) / Alternate(s) / Addition(s)** |
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| 1. **AWARD**

For eligibility of award, the City requires the successful Proponent to complete and have the following in place before providing the Goods and Services. **These items are not required as part of this Proposal but may be required prior to entering into an agreement with the City.** |
| 1. **WCB** - WorkSafe BC coverage in goodstanding and further, if an “Owner Operator” is involved, personal operator protection (P.O.P.) will be provided:
 | WCB Registration Number: |
| 1. **Prime Contractor** - Acceptance of Prime Contractor Designation for the Services: [Prime Contractor Designation Form](https://www.coquitlam.ca/DocumentCenter/View/1455/Prime-Contractor-Designation-Letter-PDF)
 | Coordinator:Contact Number: |
| 1. **Insurance** – Provide Insurance coverage as per the [City's Standard Insurance Form](https://www.coquitlam.ca/DocumentCenter/View/1458/Certificate-of-Insurance---Contractor-Form-PDF)
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| 1. **Business License** - A City of Coquitlam or Tri Cities Intermunicipal [Business License](https://www.coquitlam.ca/602/Business-Licences)
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| 1. **Contract** – Acceptance of the City Contract using the CCDC 5A-2010, document and the City’s Supplementary Conditions to CCDC 5A-2010
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| 1. **Contract** – Acceptance of the City Contract using the CCDC 2-2008 document as supplimented by the City’s Supplementary Conditions to CCDC 2 - 2008
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| 1. **Bonding and Gurantees Requirements** - Performance Security in an amount equal up to fifty percent (50%) of the Contract Price depending on which option you are proposing in one of the following types:

1. Irrevocable Letter of Credit;2. Performance Covenant;3. Bank Draft; or4. A Performance Bond. |  |
| 1. **Bonding and Gurantees Requirements** - Labour & Materials Payment Security in the amount of 50% of the Contract Price, and in one of the following types:

1**.** Irrevocable Letter of Credit;2. Performance Covenant;3. Bank Draft; or4. A Labour and Material Payment Bond, the Bond must be a Broad Form bond protecting all companies with a direct contract with the Principal or any Sub-Contractor of the Principal. |  |
| **As of the date of this Proposal, we advise that we have the ability to meet all of the above requirements except as follows (list, if any):** |
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1. **CORPORATE**

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| 1. **Provide a detailed narrative as to the Respondent’s understanding of the project objectives, outcomes and vision, identifying major issues and opportunities presented in this RFIQ:**
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| 1. **CAPABILITIES, CAPACITY AND RESOURCES**

Respondents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary)**:** |
| 1. Respondent to provide a corporate and project specific orgainzation chart, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):
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| 1. Respondent is to state relevant aquatic community centre experience and qualifications as to the Services requested in the RFIQ. Please provide 3 project referrences pertaining to your aquatic recreational facility experience, including the staff on those projects:
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| 1. Respondent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFIQ:
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| 1. Respondent is to describe their capabilities, resources and capacities, as relevant to the Services requested in the RFIQ: This includes their capacity to take on this project in regards to other work the Respondent may have ongoing:
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| 1. **REFERENCES**

Respondent shall be competent and capable of performing the Services requested and successfully delivered service contracts of similar size, scope and complexity. The City is specifically seeking Construction Mangers with aquatic community centre experience, and the references should pertain to these projects. The City reserves the right to contact any person(s), agency(ies) or firm(s) not listed as part of an independent review (use the spaces provided and/or attach additional pages, if necessary): |
| **Reference No. 1** |
| **Project Delivery Method and Contract Form** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule**  |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| **Reference No. 2** |
| **Project Delivery Method and Contract Form** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule**  |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| **Reference No. 3** |
| **Project Delivery Method and Contract Form** |  |
| **Size and Scope** |  |
| **Work Performed** |  |
| **Start Date** |  |
| **End Date** |  |
| **Contract Value** |  |
| **Project completed on budget** |  |
| **Project completed on schedule**  |  |
| **Reference Information** | Company |
| Name: |
| Phone Number: |
| Email Address: |

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| 1. **KEY PERSONNEL –** Respondent proposes the following key personnel for the Services stated in the RFIQ. No changes, additions or deletions are to be made to these Key Personnel without the City’s written approval.
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| **LINE ITEM** | **NAME** | **TITLE/POSITION** | **EXPERIENCE AND QUALIFICATIONS** | **YEARS WITH YOUR ORGANIZATION** |
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| (use the spaces provided and/or attach additional pages/resumes, if necessary. Maximum 2 pages each resume) |

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| 1. **Respondent to describe their process for screening and hiring their staff including required certifications:**
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| 1. **A brief narrative explaining why and how the Respondent’s team is best suited for the Project.**
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| 1. **CORPORATE ACCOUNTABILITY**

If the 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. |
| 1. 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?
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| 1. 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?
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| 1. Has your firm, within the last five years, filed any lawsuits or requested arbitration with regard to contracts?
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| 1. 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?
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| 1. 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?
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| 1. 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?
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| 1. Have there been any death(s) of any employee or others occurring in connection with any of your contracts in the last five years?
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| 1. 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?
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1. **TECHNICAL**

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| 1. **APPROACH and METHODOLOGY**

Summarize the key features of your Submission and the Technical Approach to be used. Provide a brief description the various components required for successful completion of the work. |
| 1. **Pre-Construction Services and Design Assist**

The Proponent is to detail their approach to the pre-construction services including their deliverables, and workflow for projects of similar type and size, how they will provide value for the Owner, and translate into a successful project delivery. Please include a detailed workplan describing how the pre-construction services will be successfully implementing including, but not limited to: 1. design assist
2. constructability reviews / clash detection
3. scheduling
4. reporting
5. planning / site logistics
6. cost estimating
7. value engineering
8. sub-trade pre-qualification and tendering.

Please reference past project experience and how it positively affected the project outcome.  |
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| 1. **Methodology, Set-Up and Execution of the Work**

Submissions should address the plan for the delivery, set up and execution of the work; with referrence to similar projects of type and size with uniquire site charactoristics being a greenfield, mountain slope site, watercourse reconstruction, and environmental protection adjacencies.  |
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| 1. **Construction Management Software & Project Tools**

Please highlight the professional software and tools that your firm will utilize to aid the project throughout pre-construction design services and construction phases of the project. Please reference past project experience where the referenced software and management tools were successfully used creating tangible benefits to the project team and project outcome.  |
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| 1. **Quality Assurance and Safety**

Provide the measures the Respondent will use to maintain quality control and safety during the construction of the project.  |
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| 1. **Respectful Workplace Policy**

Describe the respectful workplace policy the Respondent has in place, and how the Respondent intends to administer and implement the policy onsite and throughout the project duration. |
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| 1. **Circular Construction Strategies**

The City aims to utilize circular construction practices in the construction of NECC and Burke Village Park & Promenade. Please highlight your firm’s experience in successfully implementing circular construction on past projects, and the opportunities for circular construction on this project. Please indicate circular construction opportunities at both the Pre-Construction design phase and Construction phase, specifically the opportunities found on projects of similar type and size around material reuse and salvage from other projects, alignment with suppliers of low carbon materials, as well as waste reduction practices during the construction process. Please provide past project examples of circular construction practices that were used and how they positively affected the project outcome.  |
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| 1. **Key Project Challenges, Risks, and Opportunities**

Proponent is to describe their approach to anticipated key project challenges, risks & opportunities of projects of similar type and size. Please reference each phase in the project lifecycle. In particular, the planning/pre-construction, project execution, monitoring & controlling, and post construction phases. (use the spaces provided and/or attach additional pages, if necessary): |
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1. **VALUE ADD, SUSTAINABLE AND SOCIAL RESPONSIBILITY**

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| * 1. **VALUE ADDED BENFITS, INNOVATIVE AND CREATIVE SOLUTIONS**

Provide information on what makes your firm innovative, 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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| * 1. **SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY**
1. Describe all initiatives, policies, programs and product choices that illustrate your firm’s efforts towards sustainable practices and environment responsibility in providing the services that would benefit the City.
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| 1. Detail examples of your firm’s successfully implemented sustainable construction strategies of past Work, as well as identify team members roles in past project examples and detail how their experience will translate to the Work on the NECC.
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| 1. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:
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| 1. What policies does your organization have for the procurement of goods and services from local small and medium sized business or social enterprises or Indigenous owned businesses:
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| 1. What policies does your organization have to support reconciliation with indigenous peoples:
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**Attention Purchasing Manager:**

1. **I/We, the undersigned duly authorized representative of the Respondent**, having received and carefully reviewed all of the Submission documents, including the RFIQ and any issued addenda posted on the City’s website [www.coquitlam.ca/Bid-Opportunities](http://www.coquitlam.ca/140/Bid-Opportunities) , and having fully informed ourselves as to the intent, difficulties, facilities and local conditions connected to performing the Services~~,~~ submit this Submission in response to the RFIQ.
2. **I/We**  agree to the rules of participation outlined in the [Instructions to Respondents](https://www.coquitlam.ca/DocumentCenter/View/1457/Instructions-to-Proponents-PDF).
3. **I/We acknowledge** receipt of the following Addenda related to this Request for Information and Qualification and have incorporated the information received in preparing this Submission.

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| **Addendum No.** | **Date Issued** |
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**This Submission** is submitted this \_\_\_\_day of \_\_\_\_\_\_\_, 20\_\_\_\_\_\_.

**I/We have the authority to sign on behalf of the Respondent and have duly read all documents.**

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| **Name of Respondent** |  |
| **Signature(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |
| **Print Name(s) and Position(s) of Authorized Signatory(ies)** | **1.** |
| **2.** |