



# **REGIONAL DISTRICT of Fraser-Fort George**

**Public Safety Operations Building**

**Prequalification Proposal for General Contractors**

**Owner**

Regional District of Fraser-Fort George

**PRIME DESIGN CONSULTANT**

KMBR

## **SUBMISSION CLOSING**

**DATE:** February 19, 2020

**TIME:** 2:00:00 PM PST

**LOCATION:** Regional District of Fraser-Fort George  
155 George Street  
Prince George BC V2L 1P8

**ATTENTION:** General Manager of Financial Services

**LATE SUBMISSIONS WILL NOT BE ACCEPTED.**



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## SECTION 1.0 OVERVIEW AND PROCEDURES

### 1.1 Objectives of this Prequalification Proposal

The Regional District of Fraser-Fort George (RDFFG) intends to pre-qualify Contractors interested in acting as a General Contractor for the construction of a new public safety operations building located on Opie Crescent in Prince George BC. Only firms that have been pre-qualified will be invited to submit a bid.

Each Contractor responding to this request for prequalification must be able to demonstrate that they have successfully completed similar projects.

All information submitted may be verified by the RDFFG and their representatives. In the event it is determined that any of the information submitted is inaccurate or misleading, the responsible firm may be disqualified from the prequalification process and subsequently will not be pre-qualified.

The RDFFG reserves the right to accept or reject any or all submissions without explanation.

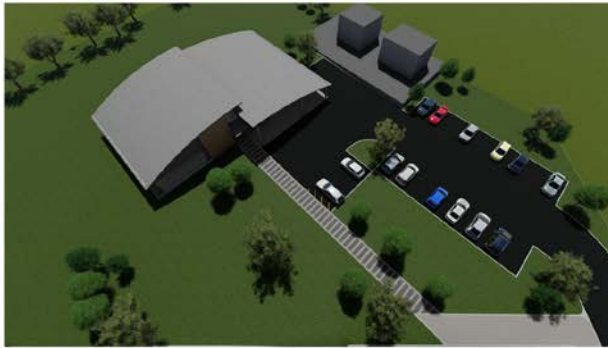
### 1.2 Project Description

The RDFFG 9-1-1 Service provides call taking services, transfer of calls to the appropriate agency, and coordinated fire rescue dispatch and radio communication services. Operating out of the Fire Operations Communications Centre (FOCC), currently located in Fire Hall #1, dispatch services are provided for 81 fire/rescue departments across BC, including many rural and remote areas. Services are provided on a cost recovery basis to over 210,000 residents within five (5) regional districts and their member municipalities.

Development of a new primary FOCC site and a purpose-built, real-time backup facility will ensure RDFFG's ability to support 9-1-1 call answer and fire/rescue dispatch services into the future.

Figure 1 – Approximate Site Location (Opie Crescent)





Perspective



Main Entrance

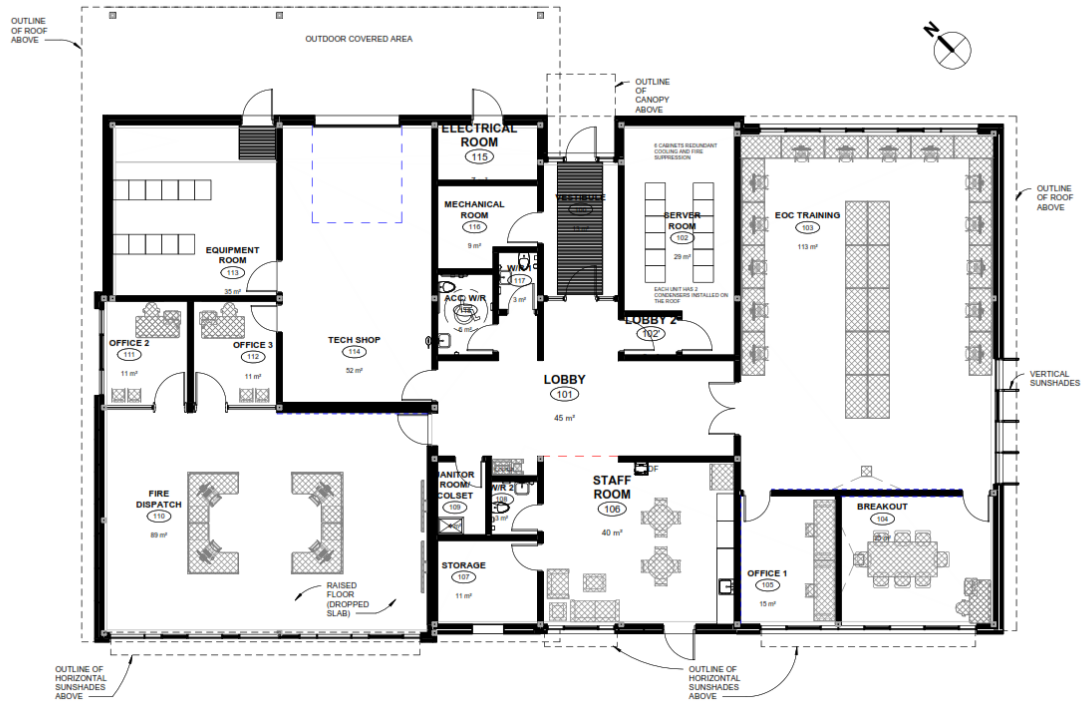


North West



South East

Figure 3 – Floor Plan



The purpose of this prequalification is to identify a short list of general contractors who are interested in undertaking the development of RDFFG's backup facility located at Opie Crescent in Prince George. This new facility will be 6178.24 square feet and constructed slab-on-grade. The building will be designed in accordance with Step 4 of the BC Building Code.

RDFFG has retained the following consultants:

- KMBR

Building Information:

- public safety building; back-up fire dispatch facility
- one (1) story building
- non-combustible construction
- steel framing
- sprinklers throughout
- code requirements: BCBC 2018 part 3
- maximum occupancy – 48 persons

### **1.3 Contract**

The Construction Contract will be a CCDC-2 (2008) Stipulated Price Contract and Amendments to CCDC2.

### **1.4 Definitions**

"RDFFG" and "Owner" are synonymous for the purposes of this Prequalification Proposal and mean "The Regional District of Fraser-Fort George".

"Closing Date and Time" means the date and time by which Statement of Qualifications are to be delivered to and received by RDFFG as stated in the Prequalification Proposal.

"The Contract" is the undertaking by the parties to perform their respective duties, responsibilities and obligations as prescribed in the Contract Documents and represents the entire agreement between the parties.

"The Contractor" is the person or entity identified as such in the Agreement. The term Contractor means the Contractor or the Contractor's authorized representative as designated to the Owner in writing.

"Mandatory Requirements" means the requirements set out in Section 4.0.

"Project Manager" means the Owner's authorized agent or representative as designated by the Owner. In this case the project manager is Melanie Perrin.

"Project", means the Public Safety Operations Building Project as described within Section 1.2.

"Proponent" means the entity that submits a Statement of Qualifications in response to and in accordance with this Prequalification Proposal.

"Statement of Qualifications" means a Proponent's submission made in response to this Prequalification Proposal.

"Rated Requirements" are those criteria established within the Prequalification Proposal that are subject to evaluation, as per Section 5.0.

"Prequalification Proposal" means this Request for Prequalifications.

"Short-Listed Proponents" means the highest ranked Proponents who will be invited to submit a bid.

"Similar Projects" are as described in Section 4.6 of this Prequalification Proposal.

"Sub-contractors" means all persons or entities with a direct contract with the Proponent to perform a part of the work for the Project.

"Substantial Compliance" means compliance with the material components of the requirement with only minor irregularities as described in Section 2.1.3.

## **1.5 Statement of Qualifications Preparation and Submission Requirements**

This section of the Prequalification Proposal describes the way in which the Proponent is to prepare its Statement of Qualifications. A Statement of Qualifications may be deemed non-compliant if it is not submitted in the requested format or if requested information is not submitted.

### **1.5.1 Statement of Qualifications Content**

The Statement of Qualifications submission should consist of the following four (4) Tabs:

#### ***Tab 1: Table of Contents***

Outline in sequential order the major areas of the Statement of Qualifications. All pages of the Statement of Qualifications, including any enclosures, are to be clearly and consecutively numbered and correspond to the Table of Contents.

#### ***Tab 2: General Information***

Provide the name, title, address, telephone number and email address of the person(s) authorized to deal with the Owner and Owner's representative on the Proponent's behalf in connection with the Proponent's response to the Prequalification Proposal.

#### ***Tab 3: Mandatory Requirements***

Provide any substantiating material requested under Section 4.0 of this Prequalification Proposal.

#### ***Tab 4: Rated Requirements***

Provide a detailed response to each of the Rated Requirements stipulated in Section 5.0 of this Prequalification Proposal.

### **1.5.2 Statement of Qualifications Submission**

#### **1.5.2.1 Submission Contents**

Mail or email complete submission to the RDFFG's General Manager of Financial Services. Statement of Qualifications must be received no later than the Closing Date and Time outlined in Section 1.6.

The mailed submission is to be addressed as follows:

Regional District of Fraser Fort George  
Attention: General Manager of Financial Services  
155 George Street  
Prince George, BC  
V2L 1P8

The email topic is to be labelled in the subject line "RDFFG Prequalification Proposal – "Insert Contractor Name"" and the first page is to be completed as per the sample label provided in Appendix A.

**1.5.2.2 Statement of Qualifications Delivery**

Statement of Qualifications must be sent to the Project Manager before the Closing Date and Time at the following email addresses:

General Manager of Financial Services  
Email: [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca)

For closing purposes, the official time of receipt of Statement of Qualifications submission is determined by the time of receipt of the email.

The Owner will not accept or consider Statement of Qualifications transmitted by facsimile or delivered to an email address other than the addresses identified.

The Owner will not accept any Statement of Qualifications not received at the email addresses identified above or not received by the Closing Date and Time. Such Statement of Qualifications will be unopened. Records will be kept of all returned Statement of Qualifications.

The responsibility for submitting a response to this Prequalification Proposal to the correct email addresses on or before the Closing Date and Time, will be solely and strictly the responsibility of the Proponent.

**1.6 Prequalifications Proposal Timetable**

The Schedule for the Prequalification Proposal and selection of short-listed proposals is as follows:

Activity	Date Required
PREQUALIFICATION PROPOSAL Release to BC Bid Date	Thursday January 16, 2020
Deadline for Receipt of Questions	2:00:00pm (PST) on Thursday February 6, 2020
<b>Closing Date and Time</b>	<b>2:00:00pm (PST) on Wednesday February 19, 2020</b>
Selection of Short-Listed proponents	Thursday February 27, 2020

**1.7 Ownership and Freedom of Information**

Statements of qualifications will be received and held in confidence by the RDFFG, subject to the provisions of the Freedom of Information and Protection of Privacy Act and this RFQ. Each statement of qualifications should clearly identify any information that is considered to be confidential or propriety information. Proponents are responsible to review the Freedom of Information and Protection of Privacy Act for further information. All documents, including statements of qualifications, submitted to the RDFFG become the property of the RDFFG. The RDFFG will provide a debriefing for tenderers, upon request by a proponent, subject to the Freedom of Information and Protection of Privacy Act.

**1.8 Conflict of Interest**

The RDFFG reserves the right to reject a tender based on potential or perceived conflict of interest on the part of a proponent. Without limitation, the RDFFG reserves the discretion to reject any tender where:

- a) one or more of the directors, officers, principals, partners, senior management employees, shareholders or owners of the proponent, is an officer, employee or director of the RDFFG, or is a member of the immediate family of an officer, employee or director of the RDFFG; or
- b) in the case of a tender submitted by a proponent who is an individual person, where that individual is an officer, employee or director of the RDFFG, or is a member of the immediate family of an officer, employee or director of the RDFFG.

When submitting a tender, the proponent is required to complete, sign, and include with their statement of qualifications, a Conflict of Interest Disclosure Statement (Appendix D)



### **1.9 Freedom of Information and Protection of Privacy Act (FIPPA)**

The proponent acknowledges and agrees that RDFFG is subject to Freedom of Information and Protection of Privacy Act (“FIPPA”). The proponent further expressly acknowledges and agrees that, upon the acceptance of a successful proposal and conclusion of the RFP process (including execution and delivery of a definite agreement between RDFFG and the successful proponent), subject to subsection (b) below, the proposal submitted shall not be considered confidential for the purposes of Section 10 of FIPPA and, in the event of an access request or at the discretion of RDFFG, shall be subject to release in its entirety without redaction.

Notwithstanding the foregoing, the proponent acknowledges and agrees that, because RDFFG is subject to FIPPA, all or part of any proposal, including information supplied in confidence, may be subject to release in response to an access request submitted pursuant to FIPPA. In the event that RDFFG receives a request for access to all or part of a proposal supplied in confidence, RDFFG shall deliver the relevant notice to the proponents, who shall bear all costs, legal or otherwise, with respect to any objection the proponent may have in respect of the release of any or all parts of the proposal pursuant to FIPPA.

### **1.10 Proponent’s Expenses**

Proponents are solely responsible for their own expenses in preparing and submitting Statement of Qualifications, and for any negotiations or discussions with RDFFG or its representatives and consultants, relating to or arising from this Prequalification Proposal.

### **1.11 No Contract**

By submitting a Statement of Qualifications and participating in the process as outlined in this Prequalification Proposal, Proponents expressly agree that no contract of any kind is formed under, or arises from, this Prequalification Proposal, prior to the signing of a formal written contract.

### **1.12 Waiver of Claims for Compensation**

Except for a claim for the reasonable cost of preparation of its tender, by submitting a tender, each proponent irrevocably waives any claim, action, or proceeding against the RDFFG including, without limitation, any judicial review or injunction application, and any claim against the RDFFG and its elected officials, officers and employees for damages, expenses or costs, loss of profits, loss of opportunity or any consequential loss for any reason, including any such claim, action or proceeding arising from:

- a) any actual or alleged unfairness on the part of the RDFFG at any stage of the tender process, including without limitation, any alleged unfairness in the evaluation of a tender or award of a contract;
- b) a decision by the RDFFG not to award a contract to that proponent; or
- c) the RDFFG’s award of a contract to a proponent whose tender does not conform to the requirements of this ITT.

### **1.13 Statement of Qualification Communications & Project Manager**

For the purpose of requesting information and clarification or for any other purpose relating to this Prequalification Proposal including the Prequalification Proposal process, Proponents are to contact the Project Manager:

Melanie Perrin, Project Manager  
Email: [mperrin@rdffg.bc.ca](mailto:mperrin@rdffg.bc.ca)

All communication concerning this Prequalification Proposal is to be submitted via email only identifying the Project Title – “Public Safety Operation Building Project” in the subject line. The Proponent must specify the Prequalification Proposal Section and page number of the request as applicable.

## **1.14 Right to Amendments or Withdrawal of Statement of Qualifications by Proponent**

### **1.14.1 Amended Statement of Qualifications by the Proponent**

A Proponent that submits a Statement of Qualifications to the Owner may amend its Statement of Qualifications only by submitting the Amended Statement of Qualifications to the Owner by the Closing Date and Time. The Proponent is to submit the Amended Statement of Qualifications clearly labelled “Amended Statement of Qualifications”. The last Statement of Qualifications received by the Owner, by the Closing Date and Time, shall supersede and invalidate any Statement of Qualifications previously submitted by the Proponent.

### **1.14.2 Withdrawal of Statement of Qualifications by the Proponent**

A Proponent that submits a Statement of Qualifications to the Owner may withdraw its Statement of Qualifications by advising the Project Manager in writing before the Closing Date and Time. The Owner will return the unopened Statement of Qualifications that has been withdrawn or a Statement of Qualifications that has been superseded by an “Amended Statement of Qualifications”.

## **1.15 Rights of Waiver**

A waiver, or any breach of provision of this Request for Prequalifications will not constitute or operate as a waiver, or any other breach, of any other provisions, nor will any failure to enforce any provision herein operate as a waiver of such provisions or of any other provisions.

## **SECTION 2.0 OWNER’S RIGHTS AND ADDITIONAL INFORMATION**

### **2.1 Owner’s Rights**

#### **2.1.1 The Owner’s Right to Amend, Supplement or Cancel the Prequalification Proposal**

The Owner without liability, cost or penalty, may in its sole discretion:

- alter any dates in the Prequalification Proposal as they relate to the Prequalification Proposal process, at any time prior to or after the Closing Date and Time
- cancel the Prequalification Proposal at any time, whether prior to or after the Closing Date and Time, and the Owner may, but need not, in its sole discretion, issue a new Prequalification Proposal
- amend or supplement this Prequalification Proposal at any time prior to the Closing Date and Time
- reject any Prequalification Proposal submission that does not materially satisfy the conditions described in this Prequalification Proposal

#### **2.1.2 Statement of Qualifications Acceptance and Significance of the Statement of Qualifications Process**

This is not a Request for Proposal or a Request for Tender. This is a Request for Prequalifications through which the Owner seeks to identify “Short-Listed Proponents” that it deems most likely to be able to meet its requirements.

#### **2.1.3 Substantial Compliance**

The RDFFG reserves the right, in its sole discretion, to waive informalities in Prequalification Proposals, reject any and all Prequalification Proposals, or accept the Prequalification Proposals deemed most favourable in the interests of the RDFFG. Prequalification Proposals which contain qualifying conditions or otherwise fail to conform to the instructions contained in this Request for Prequalifications may be disqualified or rejected. The RDFFG may, however, in its sole discretion, reject or retain for its consideration Prequalification Proposals which are non-conforming because they do not contain the content or form required by the Request for Prequalifications, or for failure to comply with the process for submission set out in this Request for Prequalifications, whether or not such non-compliance is material.

#### **2.1.4 The Owners Right to Verify**

The Owner may verify any statement or claim by a Proponent by whatever means the Owner deems appropriate, including contacting references other than those offered by the Proponent, and may reject any.

Proponent statement or claim if, in the judgment of the Owner, the statement or claim is unwarranted or not credible. The Proponent will co-operate with the Owner in its attempts to verify any statement or claim.

#### **2.1.5 Proponent to Seek Clarification**

It is the responsibility of the Proponent to seek clarification on any matter it considers to be unclear in this Prequalification Proposal, including any attachments, prior to the Deadline for Receipt of Questions. The Owner will not be responsible for any misunderstanding on the part of the Proponent concerning this Prequalification Proposal, the Prequalification Proposal process, or the Attachments.

#### **2.1.6 Submitting Questions**

Proponents who wish to obtain further information and clarification about the Prequalification Proposal, the Prequalification Proposal attachments or the Prequalification Proposal process are to submit their questions in writing to the Project Manager at the email address set out in Section 1.13 of this Prequalification Proposal.

The Project Manager will accept written questions no later than the date and time indicated in the Prequalification Proposal Timetable in Section 1.6 (the "Deadline for Receipt of Questions"). The request shall specify the Prequalification Proposal Section, attachment and page number as applicable.

#### **2.1.7 Communications - Project Manager**

By submitting a Statement of Qualifications, the Proponent accepts that:

- only the Project Manager is authorized by and on behalf of the Owner to amend the requirements of this Prequalification Proposal and that the Proponent is to rely only upon information or instructions provided in writing by the Project Manager;
- none of the Owner, its employees, agents, advisors and consultants shall be bound by any information or instructions provided to the Proponent, with the exception of information or instructions provided in writing by the Project Manager; and
- any communication pertaining to this Prequalification Proposal with any employee of the Owner or the Owner's Representative, other than the Project Manager, will constitute a breach of the Owner's procedures and may result in the disqualification of the Proponent as a potential Short-Listed Proponent under this Prequalification Proposal.

#### **2.1.8 Response to Proponents' Questions**

The Owner's responses to questions will be provided or made available for the Prequalification Proposal by issuance of an Addendum without identifying the source of the question.

Responses to questions will be made available to all Proponents no later than February 12, 2020 prior to Closing Date and Time.

#### **2.1.9 Final Opportunity for Questions**

Proponents are advised that the Deadline for Receipt of Questions from potential Proponents is the final opportunity for Proponents to seek clarification with respect to this Prequalification Proposal.

#### **2.1.10 Change to Proposal Statement of Qualifications Due Date**

If an addendum to the Prequalification Proposal is issued, the Closing Date and Time and the Deadline for Receipt for Questions may be changed to allow additional time for Proponents to complete their Statement of Qualifications. Proponents shall be advised of any revised dates for these items by addendum.

#### **2.1.11 Receipt of Addenda**

The Proponent is solely responsible to ensure that it has received all addenda, if any, issued pursuant to this Prequalification Proposal.

#### **2.1.12 Addenda to Request for Prequalifications**

All addendums will be uploaded to BC Bid.

Any amendments or supplements to this Prequalification Proposal made in any other manner, including any oral or written statement made by the Owner, the Project Manager, or their respective employees, agents, consultants or advisors, shall not constitute an addendum to this Prequalification Proposal.

Where there appears to be a conflict between the Prequalification Proposal and any addendum, the last addendum will prevail.

#### **2.1.13 Addenda are Binding**

The addenda shall be binding on each Proponent, and the Owner has the right to assume that the Proponent in its Statement of Qualifications has taken the information contained in the addenda into account.

### **2.2 Costs Incurred By Proponents**

Nothing in this Prequalification Proposal, receipt by the Owner of a response to this Prequalification Proposal, a subsequent call for tenders, or finalizing by the Owner of terms of a contract to supply, shall in any way impose an obligation on the Owner to reimburse any Proponent or to pay any compensation for costs incurred in the preparation of a response to this Prequalification Proposal presentations, or the negotiation of a proposed contract except to the extent that such obligation is contained in the formal written contract containing terms and conditions satisfactory to the Owner and executed by the Proponent and the Owner.

### **2.3 No Obligation to Purchase**

Nothing in this Prequalification Proposal receipt by the Owner of a response to this Prequalification Proposal or subsequent negotiations by the Owner of terms of a contract to supply, shall in any way impose a legal obligation on the Owner to sign a Contract with any Proponent or to make any purchases from any Proponent.

### **2.4 Entire Prequalification Proposal**

This Prequalification Proposal, all appendices, and all addenda constitute the entire Prequalification Proposal.

### **2.5 Ownership**

Statement of Qualifications received in response to this Prequalification Proposal before the Closing Date and Time shall become the property of the Owner and will not be returned. Unless disclosure is required pursuant to any legislative or other legal requirement or any order of a court or other tribunal having jurisdiction, all Statement of Qualifications shall be treated as confidential and will be made available only to those individuals authorized to participate in the evaluation process.

## **SECTION 3.0 EVALUATION AND SELECTION PROCESS**

### **3.1 Objectives**

The objective of the Evaluation and Selection Process is to identify the Statement of Qualifications that effectively meet the requirements of this Prequalification Proposal and provides the best value to the Owner so "Short-Listed Proponents" for a Tender call can be determined.

### **3.2 Evaluation Team**

An evaluation team will evaluate the Statements of Qualifications. The evaluations will be conducted using pre-determined criteria set out in this Prequalification Proposal

### **3.3 Evaluation**

The Prequalification Proposal evaluation will be comprised of the following stages:

Stage 1: Review of Mandatory Requirements

Stage 2: Review of Rated Requirements

Stage 3: Evaluation to Determine Short-Listed Proponents

### **3.4 Evaluation & Selection Criteria**

#### **3.4.1 Stage 1: Review of Mandatory Requirements**

The Owner will review each Statement of Qualifications for Substantial Compliance with the Mandatory Requirements. Subject to the paragraph immediately following, Statement of Qualifications that do not substantially comply with the Mandatory Requirements will be eliminated from further consideration in the evaluation process at the owners discretion.

Statement of Qualifications that fail to comply with a Mandatory Requirement due, in the Owner's sole determination, to clerical or administrative error or oversight may be deemed compliant with the Mandatory Requirement if the Proponent acknowledges the error or oversight and takes corrective action in writing within 24 hours of the Project Manager giving notice of the same. For clarity, this provision will under no circumstance be construed in such a manner as to extend to the affected Proponent any opportunity to amend, update, adjust, enhance or correct its Statement of Qualifications.

Where a Proponent does not substantially comply with a Mandatory Requirement, a "Fail" score will be the result for that specific criterion and may disqualify the Statement of Qualifications from further evaluation. Proponents must substantially comply with all Mandatory Requirement criteria in order to enter into Stage 2 of the evaluation process.

#### **3.4.2 Stage 2: Review of Rated Requirements**

Stage 2 applies to all Statements of Qualifications that have not been eliminated in Stage 1 or that have not been disqualified for any of the reasons set out in this document.

Proponents' responses to Rated Requirements will be evaluated on the extent to which they meet the requirements. Proponents' Statement of Qualifications should therefore contain detailed responses and references to any attached substantiating documentation. Responses and substantiating documentation should be clear, direct and grouped together with an index provided to make it easy for the evaluators to locate a particular response or substantiating item.

Statements of Qualifications that do not respond to a particular Rated Requirement will receive a zero-point score for that Rated Requirement.

For each Statement of Qualifications that has proceeded to Stage 2, the Owner will review and score the information provided by the Proponent in response to the Rated Requirements provided for in Section 5.0 of the Prequalification Proposal

The total score awarded to the Statement of Qualifications at the end of this stage is the "Stage 2 Score".

Subject to the Owner's Rights set out in Section 2, the highest ranked Proponents, to a maximum of five (5), shall be the "Short-Listed Proponents" invited to respond to a Invitation to Tender (the "ITT") for the construction of the Owner's new Public Safety Operations Building.

## SECTION 4.0 MANDATORY REQUIREMENTS

Mandatory Requirements must be substantially satisfied by the Proponent, failing which the Proponent's Statement of Qualifications will be disqualified. The Proponent must demonstrate compliance to the Mandatory Requirement or submit the requested substantiating information.

Section No.	Item	Pass / Fail
4.1	Bonding	
4.2	Insurance (letter of eligibility)	
4.3	Financial Information	
4.4	CCDC Document 11 – Form 2018	
4.5	WSIB and Health and Safety Policy	
4.6	Similar Projects	
4.7	Declaration	

### 4.1 Bonding

Provide a letter from the surety company, which states that if successful, the surety is confident that the following would be provided:

- a) Bid Bond of 10% of a construction value of up to \$3,000,000 and;
- b) Performance Bond for 50% of a construction value of up to \$3,000,000 and;
- c) Labour and Material Bond for 50% of a construction value of up to \$3,000,000.

### 4.2 Insurance

Provide a letter from proponents insurer, which states that if successful, the insurer is confident that the following would be provided:

1. The successful bidder shall indemnify RDFFG from any and all manner of damage or injury, risk, claims, demands, actions, penalties, causes of action, damages and any and all costs arising out of, or incurred by reason of provision of courier services by the bidder.
2. The successful proponent(s) will obtain a comprehensive policy of public liability and property damage insurance coverage with an insurer licensed to carry on business in the Province of British Columbia, in respect of any one accident to a minimum of Five Million Dollars (\$5,000,000.00) exclusive of interests and costs, against loss or damage resulting from bodily injury to, or death of, one or more persons and loss of, or damage to property of the owner of any other public or private property resulting from or arising out of any act or omission on the part of the successful proponent(s) or any of his/her servants or agents during the execution of the contract and the successful proponent(s) shall (unless otherwise stated in this document,) within seven (7) working days of being notified, provide the Finance Department a completed Certificate of Insurance. The policy shall name the RDFFG as an Additional Insured for the purposes as outlined in the Request for Proposal.
3. The successful proponent(s) shall carry and maintain third party liability insurance coverage for both owned and non-owned motor vehicles in the sum of Three Million Dollars (\$3,000,000.00) per occurrence and (unless otherwise stated in this document) within seven (7) working days of being notified, will provide the Finance Department a completed Certificate of Insurance.
4. The successful proponent(s) will obtain Professional Liability insurance covering the work and services described in this Agreement for an amount not less than Two Million Dollars (\$2,000,000) per occurrence.

Cancellation of coverage shall be so notified to the RDFFG by mailing at least 30 days' written notice to the Insured at the address stated herein, except for Non-Payment of premium, which is 15 days by Registered Mail or 5 days hand delivered.

As a condition precedent to contract award, Certificates of all such insurance policies shall be filed with RDFFG by the successful proponent and shall be subject to RDFFG's approval as to the adequacy of protection. All the above-mentioned insurance shall be maintained until RDFFG certifies that the work is complete.

#### **4.3 Financial Information**

Proponents must submit a valid Letter of Authorization from the Proponent's financial institution to enable the Owner to secure written credit references.

#### **4.4 CCDC Document 11 – 2018**

Proponents must submit a completed and sealed CCDC Document 11 – Contractors Statement of Qualifications, 2018. This will be evaluated based on completeness and experience of the Proponent in relation to this project.

#### **4.5 WorkSafeBC and Health and Safety Policy**

The successful proponent will be required to submit an original Clearance Letter from WorkSafeBC prior to the commencement of any work and shall provide additional certificates as often as is deemed necessary by RDFFG during the term of the contract to ensure continued good standing with WorkSafeBC.

The successful proponent will be required to submit one (1) copy of your company's Health and Safety policy in PDF format. The Health and Safety Policy will be evaluated based on its completeness and rigour.

The successful proponent shall indemnify RDFFG against the payment of any sum required to be paid pursuant to the Act. If required, RDFFG may deduct any such fees from any payment due to the successful proponent. RDFFG shall not be considered to be the employer of the Contractor or its personnel under any circumstances whatsoever.

#### **4.6 Similar Projects**

Proponent must provide a summary of at least four (4) "Similar Projects" with a construction value equal to or greater than three million (\$3,000,000) dollars constructed within the past seven (7) years. Proponents are to complete the Similar Project Information Form provided in Appendix B.

Proponents are required to include the following information for each Similar Project:

- a brief description of the Similar Project.
- the name of the electrical, mechanical, and all relevant contractors and sub-contractors on each of the projects.
- the names of the principal contact representing the Client, and the Prime Consultant, complete with telephone numbers and other contact information.

Proponents are required to describe each Similar Project in some detail (1 page per project maximum), including major sub-trades, schedule timelines and final construction cost.

For clarification purposes, examples of "Similar Projects" are considered to be new construction of municipal buildings, fire halls, schools, corporate office facilities, public safety buildings, where the completion date was firm and maintained. RDFFG Public Safety Operations Building completion date is firm. In the project description spaces provided, detail how the project identified is similar to the type of project required by RDFFG.

#### **4.7 Declaration**

Proponents must submit a signed and dated declaration that "the information provided in this pre-qualification submission is true and correct to the best of my knowledge".

## SECTION 5.0 RATED REQUIREMENTS

Proponents are to submit the information requested within this section. For those requirements to which Proponents cannot comply, state the reason for non-compliance. At the Owner's sole discretion, significant non-compliance may be assessed as non-conformance.

Section No.	Item	Weight
5.1	General Information Regarding Proponent	5%
5.2	Project Personnel	30%
5.3	Team Structure and Processes	10%
5.4	Experience with Similar Projects	25%
5.5	Understanding of the Project	5%
5.6	Scheduling	10%
5.7	Quality Management	15%
	TOTAL	100%

### 5.1 General Information Regarding Proponent

#### 5.1.1 CCDC Document 11 - 2018

Proponents must submit a completed and sealed CCDC Document 11 – Contractors Statement of Qualification, 2018. This will be evaluated based on completeness and experience of the Proponent in relation to this project.

#### 5.1.2 Health and Safety Policy

Submit one (1) copy of your company's Health and Safety policy in PDF format. The Health and Safety Policy will be evaluated based on its completeness and rigour.

#### 5.1.3 Management of Projects

The proponent should describe in detail the specialized practices and procedures deployed to aid in the successful delivery of Projects. The proponent should also provide relevant information regarding the proponent's firms commitment to sustainable practices in its day-to-day business.

### 5.2 Project Personnel

Provide a) resumes and b) complete the Project Personnel Form provided in Appendix C, for the Project Manager, Site Superintendent and Secondary Site Superintendent to be assigned to this project.

To support the information presented for the Project Manager and Site Superintendent, submit a completed Similar Project Information Form (Appendix B) for each project referenced for each position.

By responding to the Prequalification Proposal, the proponent agrees that the identified Project Manager and Site Superintendent shall not be replaced without prior written consent and approval from the Owner or its representatives and agrees to maintain full site coverage during the construction by either the Project Manager or Site Superintendent. The Owner reserves the right to accept or reject the replacement or disqualify the Proponent if it deems the replacement unacceptable.

### 5.3 Team Structure and Processes

Proponents must provide evidence of its organization's ability to work as a single, integrated, well-organized team and effectively coordinate activities with third parties on the Project. Include details on:

- a) a brief description of the overall team and structure identifying key team members;
- b) approach for measuring, assessing and maintaining accountability for performance applicable to the Project;





- c) approach for ensuring availability of an adequately trained workforce sufficient to meeting the needs of the Project;
- d) approach to ensuring suitable and effective risk management of the Project;
- e) measures that have been implemented to ensure continuity of personnel through the RFP and implementation phases of the Project; and
- f) approach to coordinating and communicating with consultants and trades to ensure a consistent, integrated and efficient approach to completing a Project.

#### **5.4 Experience with Similar Projects**

Proponents must provide a summary of at least four (4) "Similar Projects", with a construction value equal to or greater than three million (\$3,000,000) dollars constructed within the past seven (7) years that demonstrates the proponent's local knowledge:

Proponents are required to include the following information for each Similar Project, using the Project Information Form provided in Appendix B for each project:

- a brief description of the Similar Project.
- the name of the electrical and mechanical sub-contractor(s) on each of the projects.
- the names of the principal contact representing the Client, and the Prime Consultant, complete with telephone numbers and other contact information.

Proponents are required to describe each Similar Project in some detail (1 page per project maximum), including major sub-trades, schedule timelines and final construction cost.

For clarification purposes, examples of "Similar Projects" are considered to be new construction of municipal buildings, fire halls, schools, corporate office facilities, public safety buildings, where the completion date was firm and maintained. RDFFG Public Safety Operations Building Project completion date is firm.

In the project description spaces provided, detail how the project identified is similar to the type of project required by RDFFG.

The information on Similar Projects will be evaluated based on complexity, size and comparison to the RDFFG Public Safety Operations Building Project.

#### **5.5 Understanding of the Project**

In a brief overview, provide a description of your understanding of this project and provide comments on perceived construction related issues with recommendations that could mitigate any potential risks.

#### **5.6 Scheduling**

Proponents should provide commentary on the how they intend to maintain and achieve the proposed project schedule (Start May 2020 and Substantial Performance by May 2021).

Describe the scheduling methods used by your company. In particular, describe the software used and procedures followed for presentation, monitoring, and updating of the schedule.

#### **5.7 Quality Management**

Describe how your firm manages and controls the quality of a project from pre-construction to construction and occupancy. Include details on:

- a) selection and management of sub-trades;
- b) construction coordination;
- c) ensuring quality workmanship;
- d) review of mock-ups and early installations;
- e) identification and correction of deficiencies;
- f) supervision of work;
- g) management of project related documents; and
- h) management of project closeout.

**APPENDIX A – SUBMISSION LABEL**

**From:** \_\_\_\_\_  
\_\_\_\_\_  
**Contact:** \_\_\_\_\_  
**Telephone:** \_\_\_\_\_

**E-mail to:**

Attention: General Manager of Financial Services  
Email: [purchasing@rdffg.bc.ca](mailto:purchasing@rdffg.bc.ca)

**SEALED PREQUALIFICATION:**

**DESCRIPTION:** GC Prequalification  
Public Safety Operations Building

**For Office Use Only**  
**Date and Time Received:** \_\_\_\_\_

CLOSING DATE: 2:00 p.m. FEBRUARY 19, 2020

Received By:

**APPENDIX B – SIMILAR PROJECT INFORMATION FORM**

**RDDFG Public Safety Operations Building**

**PREQUALIFICATION PROPOSAL for Prequalification of Construction Managers**

On separate copies of **this Form**, provide the required project information for the required number of projects of a similar type, size and complexity the Proponent has completed.

Example No: \_\_\_\_\_

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

**Project Details**

Project Value \$: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Client Name: \_\_\_\_\_

Prime Consultant: \_\_\_\_\_

Project Size (Sq.ft.) \_\_\_\_\_

Mechanical Trade \_\_\_\_\_

Electrical Trade \_\_\_\_\_

Description of the Project: (project complexity, project completed on time and on budget? etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Client Project Reference:**

Project Reference Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Reference Position: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Prime Consultants Reference:**

Project Reference Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Project Reference Position: \_\_\_\_\_

E-mail Address \_\_\_\_\_

**End of Appendix B -**



**APPENDIX C – PROJECT PERSONNEL FORM**

**RDFFG Public Safety Operations Building**

**PREQUALIFICATION PROPOSAL for Prequalification of General Contractors**

On separate copies of **this Form**, provide the required project information for the required number of projects of a similar type, size and complexity the Proponent has completed.

Name: \_\_\_\_\_

Proposed Role in Project: \_\_\_\_\_

Years of Construction Experience: \_\_\_\_\_

Qualifications: \_\_\_\_\_

*(Including Credentials, Academic background, Licences, Professional Registrations and Affiliations)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employment History:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Experience with Similar Projects:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Construction Experience: (Years in this sector)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**- End of Appendix C -**

**APPENDIX D – CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**RDFFG Public Safety Operations Building  
PREQUALIFICATION PROPOSAL for Prequalification of General Contractors**

Proponent's Name: \_\_\_\_\_

The Proponent, including its officers, employees, and any person, sub-contractor, or other entity working on behalf of, or in conjunction with, the Proponent on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
  
- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
  
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reasons(s) for Conflict of Interest:

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By signing below, I certify that all statement made on this form are true and correct to the best of my knowledge.

\_\_\_\_\_  
Print Name of Person Signing Disclosure

\_\_\_\_\_  
Authorized Representative of:

\_\_\_\_\_  
Signature of Person Making Disclosure

\_\_\_\_\_  
Date Signed

- End of Appendix D -