

City of Coquitlam

Request for Information and Qualification

RFIQ No. 24-071

Northeast Community Centre –
Construction Manager

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- SCHEDULE A - Supplementary General Conditions to CCDC – 5A - 2010**
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[SUBMISSION FORM](#)

KEY DATES

RFQ Issue Date	Tuesday, November 19, 2024
Deadline for Questions	2:00 PM (local time) Thursday, December 5, 2024
Deadline for Issuing Addenda	Friday, December 6, 2024
Submission Deadline	2:00 PM (local time) Tuesday, December 10, 2024

SUMMARY OF KEY INFORMATION

RFIQ Reference	RFIQ No. 24-071 Northeast Community Centre – Construction Manager
Overview of the Opportunity	<p>The City of Coquitlam is seeking proposals from qualified firms to provide Construction Management Services for the future Northeast Community Centre (NECC) which will include the Burke Village Park & Promenade adjacent to the community centre.</p> <p>Since 2019, City staff have worked with consultants to complete a feasibility study, preliminary technical studies, and site investigations, needs assessment, and programming plan for the Northeast Community Centre. Architectural & Design Consultants have been chosen and the project is now in the Schematic Design Phase.</p> <p>The Construction Manager will join the consultant team and assist in providing Preconstruction Services throughout the design phases of the project.</p>
Instructions for Proposal Submission	<p>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</p> <ol style="list-style-type: none"> In the "Subject Field" enter: RFIQ Number and Name Add files and "Send Files" (Ensure your web browser remains open until you receive 2 emails from QFile to confirm receipt.) <p>Phone 604-927-3037 should assistance be required.</p> <p>The City reserves the right to accept Proposals received after the Closing Date and Time.</p>
Obtaining RFIQ Documents	<p>RFIQ Documents are available for download from the City of Coquitlam's website: https://www.coquitlam.ca/Bid-Opportunities</p> <p>Printing of RFIQ documents is the sole responsibility of the Proponents.</p>
Questions	Send questions to: bid@coquitlam.ca referencing the RFIQ name and number.
Instructions to Proponents	The guidelines for participation that will apply to this RFIQ are posted on the City's website: Instructions to Proponents

DEFINITIONS

Note: some definitions stated refer to Stage 2 of this RFIQ process and are here for references only.

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

“City” “Owner” means City of Coquitlam.

“Contract” where it refers to the pre-construction phase of the Services means the contract for Services that will be used to formalize with the successful Respondent through negotiation process with the City the standard terms of a **Canadian Construction Association, Canadian Standard Construction Management Contract Form Between Owner and Construction Manager, CCDC – 5A - 2010 Contract**, as amended by **SCHEDULE A - Supplementary General Conditions to CCDC – 5A - 2010**, the Conditions listed below, along with the accepted Submission, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract for the pre-construction phase.

The Supplementary General Conditions modify and amend the CCDC 5A – 2010 Construction Management Contract – for Services between the *Owner* and the *Construction Manager* and form part of the *Contract*. In the event of any conflict between the provisions of the *Contract Documents* and any provisions of these Supplementary General Conditions, these Supplementary General Conditions shall govern.

“Contract” where it refers to the construction phase of the Services means the contract for Services that will be used to formalize with Construction Manager, the standard terms of a **Canadian Construction Documents Committee, CCDC – 2 – 2020 Stipulated Price Contract**, as amended by **SCHEDULE B - Supplementary General Conditions (Construction Document CCDC-2-2020)**, the Conditions listed below, along with the accepted Submission, addenda and any subsequent clarifications, correspondence, the totality of which will constitute the Contract.

The Supplementary General Conditions modify and amend the Stipulated Price Contract CCDC 2 – 2020 – between the *Owner* and *Contractor* and form part of the *Contract*. In the event of any conflict between the provisions of the *Contract Documents* and any provisions of these Supplementary General Conditions, these Supplementary General Conditions shall govern.

“Construction Manager” is the person, firm or corporation identified as such in the CCDC-5A – 2010 Canadian Construction Association, Canadian Standard Construction Management Contract Form Between Owner and Construction Manager, as amended by the City’s Supplementary General Conditions.

“Consultant(s)” mean those firms that the City has selected to provide professional and technical consulting services in relation to this RFIQ.

“Embodied Emissions”: Carbon emissions associated with materials and construction processes throughout the whole-life cycle of a building.

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

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

“Project Manager” means the City staff member appointed to coordinate the work;

“Proponent” means responder to this Request for Information and Qualifications.

“Proposal” means the submission by the Proponent.

“RFIQ” means this Request for Information and Qualifications.

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

“Shall” “Must” “Will” “Mandatory” means a requirement that must be met.

“Site” means the place or places where the Services are to be performed

“Supply” “Provide” shall mean supply and pay for and provide and pay for.

1 INSTRUCTIONS TO RESPONDENTS

1.1 Acknowledgement

The City acknowledges with gratitude and respect that the name Coquitlam was derived from the hə́ŋqəmiə́h word kʷikʷə́ləm (kwee-kwuh-tlum) meaning “Red Fish Up the River”. The City is honoured to be located on the kʷikʷə́ləm (Kwikwetlem) traditional and ancestral lands, including those parts that were historically shared with the sḳə́ciyaʔt təməxʷ (Katzie), and other Coast Salish Peoples.

1.2 Introduction

The future Northeast Community Centre (NECC) is an "A" Priority in the City's 2024 Business Plan. The project has completed the Planning Phase and has entered the Design Phase. This RFIQ invites qualified Construction Managers with the expertise, experience, resources, and knowledge to perform Pre-construction Services, including accurate cost estimates and value engineering, to ensure a clear and reliable transition to a stipulated price model for the construction phase.

Upon completion of the Pre-construction phase, the Construction Manager will also take on the role of General Contractor, assuming full responsibility for the execution and delivery of the project through to completion.

1.3 Site Visit

Proponents are encouraged to visit the site on their own. NECC is located on Burke Mountain in the City of Coquitlam, along the future extension of Princeton Avenue, between David Avenue and Burke Village Promenade.



Figure 1 - NECC & BVP to be located between the future extension of Princeton Ave, and Burke Village Promenade

Access to site is over steep and uneven ground and both the access route and the site may contain hazards or unsafe conditions, including bears. Please exercise caution and ensure

suitable footwear and any necessary safety equipment are worn at all times. Entry to the site is at your sole risk and the City will not be responsible or liable for any loss or injury. If you do not accept these terms, do not enter the site. By entering the site, you agree that, in consideration of the City providing access and the opportunity to bid, you will visit the site and the surrounding areas at your own risk, and that the City will not be liable for, and you hereby waive, any claim, action, damage, liability, cost or expense which you or the entity you represent may suffer, incur or be put to in connection with your access to or attendance at the site.

1.4 Project Context

The project is located on a sloped greenfield site in Burke Mountain. Given the topography of the site, existing watercourse, and parking requirements, the excavation is anticipated to have extensive shoring, water mitigation, and large volume of soil removals. Due to the nature of the existing tree vegetation, it is unlikely that any of the original trees will be retained within the project boundary. The site also contains three tributaries, of which two of tributaries require reconstruction and establishment of a new watercourse within Burke Village Park as a park feature. Provincial permits for watercourse reconstruction have already been obtained.

The proposed area analysis:

- a) Gross Building Area is 8,128 SM.
- b) Site Area is 12,000 SM.
- c) Approximately 207 parking stalls with 155 parking stalls proposed underground.

The preliminary design plan for NECC includes:

- An aquatics centre with 6 lane lap pool, warm water leisure pool with warm up lanes, whirlpool, sauna and steam room;
- Double gymnasium for court sports and daytime preschool programs;
- Fitness centre with weight room and studio;
- Community space including multi-purpose rooms, community kitchen, a 'makerspace' (i.e. collaborative working, learning and exploring space) and large atrium;
- Covered outdoor space for recreation and cultural programs;
- Public art;
- A new branch of the Coquitlam Public Library;
- Burke Village Park & Promenade.

During the Pre-Construction phase, City staff will consider additional sustainability design features in support of the City's sustainability goals (see Section 1.5), which may include net-zero and energy efficient building design, renewable energy generation (e.g. from solar panels, and battery storage technologies), and alternative energy efficient and low-carbon building mechanical systems related to aquatic operations. City staff are interested in pursuing Zero Carbon Building Design Standard certification for this project, as well as other sustainability certifications as relevant and applicable.

It is anticipated that early works construction would start in Q1 2026, with above grade works beginning in Q2 2026.

1.5 Sustainability Goals

In alignment with the City's Environmental Sustainability Plan, Coquitlam is committed to reducing greenhouse gas emissions from corporate operations by 45% by 2030 (from 2007 levels) and be carbon neutral by 2050. To achieve these targets, and to showcase civic leadership in climate action, the Northeast Community Centre (NECC) must realize high levels of energy efficiency and will aim to be net-zero carbon in its operations.

The NECC will be designed to ensure its environmental sustainability, climate mitigation, and climate resiliency considerations are integrated throughout the project, from concept to operation. The project will be designed to achieve the technical and financial feasibility of key initiatives and design elements that supports the City in meeting its climate goals.

The Construction Manager would be seen as an integral part of the team in helping the City meet their sustainability goals on this project. The City will look for the Construction Manager to apply their sustainability experience and forward thinking approach to both the Pre-Construction and Construction phases of the project, including sourcing of materials, circular construction, and sustainable operational practices.

The reduction of the project's embodied emissions (emissions associated with materials and construction processes throughout the whole-life cycle of a building) is of interest to the City as well as a requirement in certifications of interest including the Zero Carbon Building Standard, and so the Construction Manager may also be expected to, as needed, support the Project Team and Consultant in gathering information to help quantify the embodied emissions impacts of construction practices and materials.

1.6 Circular Economy in the Built Environment

The City of Coquitlam is exploring the opportunity of applying the principles of Circular Economy in the Built Environment by maximizing the optimal use of construction materials within the design and construction of NECC and Burke Village Park & Promenade.

A circular economy focuses on reducing waste, reusing materials, and recycling products to minimize environmental impact. In construction, it promotes the design of adaptable buildings, reuse of materials, and sourcing renewable or recycled components. This model contrasts with traditional "take, make, waste" approaches by keeping materials in circulation for as long as possible.

Circular Economy Principles in Construction:

Design for Longevity and Flexibility: Buildings should be designed to last and be adaptable to changing needs, reducing the need for new construction over time.

Reuse and Recycling of Materials: Utilizing recycled or repurposed materials, such as steel or wood, conserves natural resources and limits the environmental costs of producing new materials.

Sourcing Sustainable and Local Materials: Circular construction prioritizes local suppliers and low-impact materials to reduce transportation emissions, support regional economies, and promote sustainable innovation.

How the Circular Economy Can Benefit the NECC Project:

Environmental Benefits: Reusing and recycling materials will reduce the NECC project's reliance on new resources, lower its carbon footprint, and prevent usable materials from being discarded.

Adaptability and Future-Proofing: Buildings designed with flexibility can evolve with the community's needs, prolonging their life and reducing the need for demolition or new construction, thus ensuring sustainability over time.

Supporting the Local Economy: By sourcing materials and labor locally, the NECC project will contribute to the regional economy. Engaging local businesses and suppliers will promote job creation, particularly in skilled trades such as construction and material recovery, while also lowering transportation emissions.

The Role of a Construction Manager in a Circular Economy:

A Construction Manager (CM) will ensure that circular economy principles are integrated into the NECC project. This includes coordinating the reuse of materials, minimizing waste on-site, and collaborating with local suppliers to source sustainable products. The CM will also ensure the building's adaptability, allowing for future modifications that extend its usefulness and reduce the need for further construction.

The City is exploring the opportunity of applying the principles of Circular Economy in the Built Environment by maximizing the optimal use of construction materials within the design and construction of NECC and Burke Village Park & Promenade.

The below Figure 2 demonstrates the current status quo for building construction and the key elements of a Circular Economy in the built environment that the City would like to incorporate in the construction of NECC and Burke Village Park & Promenade

Given that the project is located in a greenfield site, the Respondents are encouraged to look into the opportunities that are available to them for material reuse and salvage from other projects, alignment with suppliers of low carbon materials, as well as waste reduction practices during the construction process.

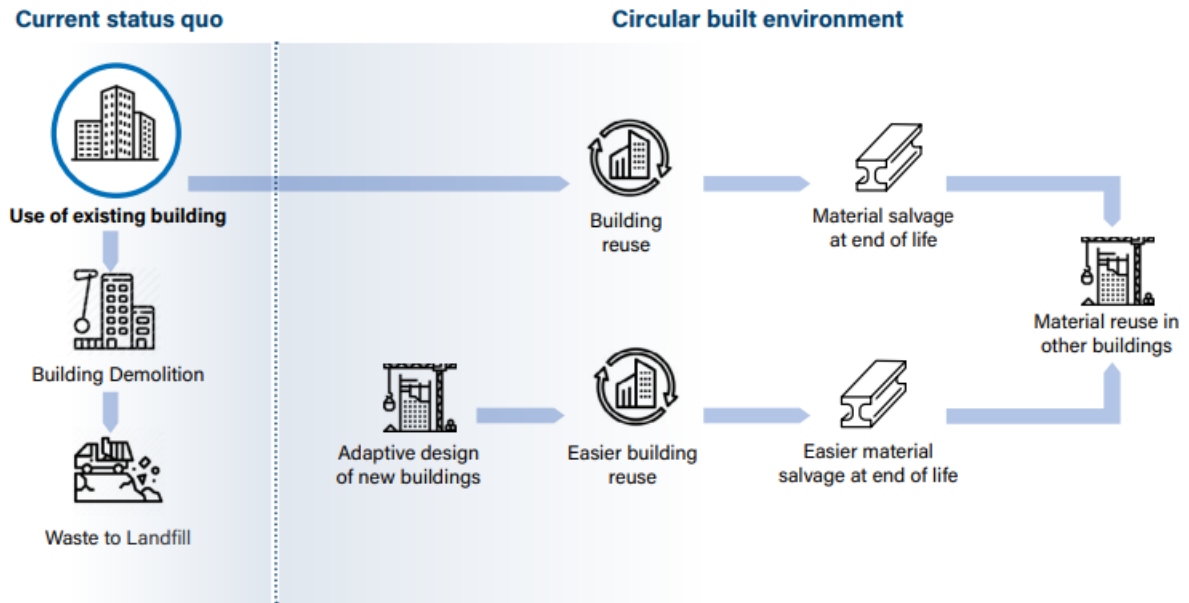


Figure 2 – Key Elements of the Circular Economy vs. Current Status Quo

1.7 Reconciliation and Social Responsibility

Coquitlam’s [2024 to 2027 Strategic Plan](#) highlights Reconciliation as a strategic priority, underscoring the City’s ongoing commitment to strengthen relationships by building strong government to government relationships with First Nations – starting with kwikwəłkwikwəłəməm – through honest and sincere conversation, an openness to learning and unlearning, and a commitment to cooperation for advancing ongoing reconciliation.

Reconciliation is a priority for the City and we welcome opportunities to work with First Nations on the project. Northeast Community Centre and Burke Village Park are located on significant lands within Coquitlam Watershed and traditional and ancestral lands of kwikwəłəm first nation and strong connections to qícáy other indigenous and Coast Salish peoples. The City is looking to partner with a Construction Manager that aligns with their reconciliation goals, and would look to the Construction Manager to ensure cultural sensitivity and representation is illustrated within their approach and methodology.

1.8 Services

The Construction Manager will provide pre-construction Services during the schematic design, design development, building permit processes and tender, including but not limited to, constructability review, value engineering, recommendations, preliminary construction schedules, cost estimates, budget assessments, scope tracking, alternative approaches, and tender procedures. A list of services can be found in attached Schedule A – Supplementary General Conditions to CCDC – 5A – 2010 with the Schedule A1 Services and Compensation, and are further detailed below, but not limited to:

- a) Attend regular project meetings, weekly or bi-weekly, as needed.

- b) Provide thoroughly informed advice and recommendations relating to construction and market conditions, constructability of the design, and value engineering opportunities.
- c) Take the initiative to reach out to the architect, consultants, and trade-contractors in order to efficiently gather all information required to make informed decisions for the project's design and budget in a timely manner.
- d) Involve trades to ensure accurate pricing and value engineering ideas.
- e) Prepare a comprehensive Pre-Construction Schedule outlining important documentation requirements and milestone dates.
- f) Prepare a comprehensive Project Schedule, including phasing, sequencing, and durations for all project activities and scopes. Update the schedule as required as trade input is received.
- g) Provide a Class C Estimate at completion of schematic design, Class B Estimate at the completion of design development, along with revisions and value engineering as required in a master format and level of detail acceptable to the Owner and Owner's Representative, which shall be reviewed and agreed to prior to commencing work to avoid any delays.
- h) Liaise with the AJH.
- i) Liaise with utility companies and manage/coordinate site preparation utility work.
- j) Drawing, specification, and coordination review at the completion of Schematic Design (30% complete) and submit a report outlining recommendation, shortfalls or surpluses in the budget, recommendations for reductions, additions, value engineering components, highlight coordination issues and scope gaps, provide constructability advice, and suggest alternative options. Complete the same level of review at the completion of Design Development (60% complete) and at Pre-tender (90% complete).
- k) Create and maintain a scope tracker outlining all contemplated design changes and value engineering items, complete with associated costs and credits, and tracking accepted or rejected items by the project team.
- l) Make recommendations for any long-lead procurement requirements.
- m) Prepare bid documents for Sub-Contractors, including:
 - i. Reviewing the issued for tender documents for completeness. Undertake a thorough coordination review of the tender documents by the Site Superintendent and Project team immediately upon receipt.
 - ii. Reviewing documents to ensure coordination issues are addressed.
 - iii. Providing detailed Scopes of Work and scope specific Bid Forms for each trade tender package for review and approval by the client, with any suggested revisions to be considered.
 - iv. Preparing a list of prequalified trades in conjunction with the Owner. A minimum of four trade bids should be received for each tender package.
 - v. When required, prepare scopes of work, and bid forms with sufficient breakdowns, separate prices, and unit pricing to facilitate any owner supplied items including but not limited to separate pricing for supply and installation.

- vi. Submit all prequalification and tender documents to the Owner for review prior to distribution.
- vii. Distribute bid documents to prequalified trades and act as the main contact for all Sub-Contractor bidding.
- viii. Assist the Owner in evaluating and awarding the contracts. Evaluate trade bids for completeness and provide the client with a detailed tender analysis for each scope complete with recommendations for award (RFA). All RFA's shall be accompanied by the tender analysis and bids.
- n) Work with the Owner and sub-contractors to manage and integrate Owner supplied items as required, including preparing Cash Allowances of items within the budget. If required during pre-construction services, the CM will work with the Owner and sub-contractors prior to, assisting with quantities and delivery dates for items.
- o) Provide a detailed cash flow projection for the construction costs. Recommend which subcontractors may require bonding.
- p) Prepare the Class A estimate and budget control statement for review by the Owner. If accepted by the Owner, complete the project objective of converting to a CCDC 2 Stipulated Price Contract, as amended by the Owner-provided Supplementary General Conditions.
- q) To provide a detailed procurement plan to maximize trade input, mitigate risk, and a strategy to secure long lead time equipment and materials.

1.9 Reference Materials

Proponents should identify any relevant documents or data that would contribute to achieving the objectives. If such data requires any original research, the Proponent should identify any costs as a separate item for consideration by the City.

Information in **Schedule C – Reference Materials** that will be made available to the Respondent includes:

NO.	DATE ISSUED	FILE NAME
1	2021/04/29	Program Area Summary
2	2024/09/27	HCMA Site Plan
3	2022 / 08	S2P Burke Village Park & Promenade Landscape Concept
4	2023 / Q2	S2P Burke Village Park & Promenade Site Analysis - Slope
5	2020/09/14	Thurber Geotechnical Report
6	2024/07/29	Thurber Geotechnical Report – Phase 2
7	2021/04/20	COC Site Survey
8	2024/07/23	COC Subdivision Plan
9	2023/06/30	KWL Hydrotechnical Assessment Report
10	2023/07/19	KWL Flow Monitoring Briefing
11	2023/07/25	Blue Line Enviro. Water Sustainability Report

1.10 Schedule

Estimated schedule for the project is:

Milestones	Target Date
Completion of Design Development & Construction Documents	Q4 2024 – Q4 2025
Class C Costing	Q1 2025
Class B Costing	Q2 2025
Class A Costing	Q4 2025
Phased Tendering	Q4 2025 – Q1 2026
Construction Start	Q1 2026
Construction Finish	Q4 2028

1.11 Purpose

To optimize project delivery and ensure best value, the City will be utilizing a Construction Manager for this project. The City is issuing this Request for Information and Qualifications to select a shortlist of professional, qualified and experienced Construction Managers to participate in a Request for Proposals (RFP) to provide a fee proposal for Construction Management Services for the Northeast Community Centre and Burke Village Park & Promenade.

The purpose of this RFIQ is to:

- a) Invite Submissions from Respondents that describe the desire, relevant expertise, capability and resources of the Respondent to undertake the project requirements as generally set out in this RFIQ; and
- b) To select Respondents who will be invited to participate in the RFP stage of the process.

1.12 Submission

Respondents should complete and submit the information requested in this RFIQ document on the Submission Form or in a format that has been approved and is acceptable to the City.

1.13 Instructions to Respondents

Respondents are advised that the rules for participation that will apply to this RFIQ are located: [Instructions to Respondents](#).

Respondents are to complete and submit the information requested in this RFIQ document on the Submission Form or in a format that has been approved and is acceptable to the City.

By submission of a Submission in response to this RFIQ, the Respondent agrees and accepts the rules by which the bid process will be conducted.

1.14 Eligibility

For eligibility, and as a condition for award, the successful Respondent(s) would be required to meet or provide the equivalent:

- a) Commercial General Liability (CGL) insurance \$10M coverage provided on the [City's Standard Insurance Form](#)
- b) [Prime Contractor Designation Form](#) and be responsible for all the work at the site in accordance with WCB regulations
- c) Be registered and provide WorkSafeBC clearance
- d) A City of Coquitlam or Tri Cities Intermunicipal [Business License](#)
- e) Enter into a Contract with the City using the CCDC – 5A - 2010 Contract, as amended by **Schedule A - City of Coquitlam Supplementary General Conditions to CCDC 5A – 2010.**
- f) Enter into a Contract with the City using the CCDC – 2 - 2020 Contract, as amended by **Schedule B - City of Coquitlam Supplementary General Conditions to CCDC 2 – 2020.**
- g) **Bonding and Gurantees Requirements**
 - i. The Successful Proponent will be required to provide to the City in a form acceptable to the City, a 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:
 - i. Irrevocable Letter of Credit;
 - ii. Performance Covenant;
 - iii. Bank Draft; or
 - iv. A Performance Bond.
 - ii. The Successful Proponent will be required to provide to the City, in a form acceptable to the City, a Labour and Material Payment Security in an amount equal up to fifty percent (50%) of the Contract Price, and in one of the following types:
 - i. Irrevocable Letter of Credit;
 - ii. Performance Covenant;
 - iii. Bank Draft; or
 - iv. 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.

The items noted above are not required as part of this RFIQ Submission but will be required prior to entering into an agreement with the City for Services.

1.15 Requested Departures

The Respondent expressly acknowledges that any departures requested in the Submission Form are void and unenforceable unless explicitly approved by the City in writing. Such approval, if granted, must be formally documented by the City for any departure to become part of the Contract. No requested departure shall be deemed accepted or incorporated into the Contract without the City's express written consent.

1.16 Litigation

The City may, at its absolute discretion, reject a Submission if the Respondent, or any officer or director has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission, the City will consider whether the litigation is likely to affect the Respondents ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates there is a risk the City will incur increased staff and legal costs in the administration of an agreement if it is awarded to the Respondent.

2 SELECTION PROCESS

2.1 Process

This RFIQ is the first stage of a potential two stage process.

Stage 1: - Request for Information and Qualifications

It is the intent of the City to utilize this RFIQ to invite qualified respondents who are interested in, and who have the expertise, experience, resources and knowledge to perform Services as described in section 1.8 in this RFIQ.

The City will review the Submissions and rank them based on the evaluation criteria outlined in this RFIQ. 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 of the Submissions will be based solely on the contents of the Submissions, reference checks, Respondent presentations, the City's past experience with the Respondent, and any clarifications provided in writing in response to the questions asked by the City. The City reserves the right to directly negotiate with one or more Respondents during Stage 1.

Based on the evaluation results, the City will create a shortlist of Preferred Respondents to be invited to Stage 2 – Request for Proposals.

Stage 2: - Request for Proposals

The Preferred Respondents will be invited to participate in a subsequent, invite-only Request for Proposals (RFP). By way of this RFP, the City can request detailed information and financial pricing from those who have been shortlisted to Stage 2. The City reserves the right to limit the number of Contractors advancing to the next stage, ensuring that only the most relevant and well-aligned Proposals are considered for further evaluation. The City estimates that approximately 20% of the total submissions may be selected to advance, based on their alignment with the City's evaluation criteria. The City reserves the right at any time and at its sole discretion to cancel this process for any reason in its entirety. The evaluations will be confidential and no totals or scores will be released to any of the Respondents. The City reserves the right at any time and at its sole discretion to cancel this process for any reason in its entirety.

2.2 Evaluation Criteria

The City uses Microsoft Word to aid the transfer of Proponents information to an evaluation document. Proposal Submission Form responses should provide direct answers or a concise summary of attachments. If attachments are required, ensure to provide a summary for each question then direct the City to the appropriate section within the attachments.

Lower scores may be recorded if Proposal Submission Forms are:

- Not in Microsoft Word
- Only answering questions with "see section x in attached document".

Each Respondent shall only provide the City with one submission, which should indicate all the categories being applied for. The strength of the submission will be evaluated separately for each applicable category.

The evaluation criteria are as follows:

Criteria	Points
Compliance with the requirements of this RFIQ <ul style="list-style-type: none"> ○ Formatting (Word) ○ Departures 	5
Corporate <ul style="list-style-type: none"> ○ Proponents understanding of Objectives, Outcomes, Vision, and major issues and opportunities ○ Capabilities, Capacity and Resources <ul style="list-style-type: none"> ○ Corporate and project specific organizational chart, business and organizational history ○ Proponent’s qualifications, experience, and demonstrated performance providing services of similar size, scope and complexity ○ Narrative to demonstrate ability to provide the Services requested in the RFIQ ○ Narrative to describe their capability, resources, and capacity to provide the Services requested in the RFIQ ○ References – success on previous, relevant, municipal projects within the last 5 years. This will include past performance working on City projects, where applicable. ○ Key Personnel (Corporate and proposed project team) ○ Hiring Practises ○ Corporate Accountability 	45
Technical <ul style="list-style-type: none"> ○ Pre-Construction and Design Assistance ○ Methodology, set-up and execution of the work ○ Construction Management Software and Project Tools 	35

<ul style="list-style-type: none"> ○ Quality Assurance and Safety ○ Respectful Workplace Policy ○ Circular Construction Strategies ○ Challenges, Risks and Opportunities 	
<p>Value Add, Sustainable Benefits and Social Responsibility</p> <ul style="list-style-type: none"> ○ Value added Benefits, Innovative and Creative solutions ○ Sustainable benefits ○ Reconciliation ○ Social Responsibility 	15

The Submission Form and the resumes provide Respondents with the opportunity to demonstrate their strength in the above criteria. 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.

The City reserves the right to check references on other projects even if they are not specifically listed. Information obtained from references will be confidential and will not be disclosed to any Respondents.

These criteria will be used to determine best overall value to the City as well as any other criteria that may become evident during the evaluation process.

The City may, at its discretion, request clarification or additional information from a Respondent with respect to any Submission and the City may make such requests to only selected Respondents. The City may consider such clarifications or additional information in evaluating a Submission.

Respondents agree the City may disclose names of Respondents and total award amount, however, unevaluated results, unit prices, rates or scores will not be provided to any Respondents.

Incomplete Submissions or Submissions submitted on forms other than the Submission Form may be rejected. The City reserves the right to reject without further consideration any Submission which in its opinion does not meet the criteria it considers essential for the work outlined in this RFIQ.

Where only one Proposal is received, the City may reject such and re-issue the RFIQ on a selected basis.

2.3 Selection

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

The evaluation will be confidential and no totals or scores will be released to any of the Respondents.

Where only one Proposal is received, the City may reject such and re-issue the RFIQ on a selected basis.



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](#)

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

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.

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

1.

DEPARTURES AND AWARD

a) 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.

b) 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)

c) 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)

d) SERVICES

I/We have reviewed the Services as described 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)

e) 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.**

i. 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:
ii. Prime Contractor - Acceptance of Prime Contractor Designation for the Services: Prime Contractor Designation Form	Coordinator: Contact Number:

<p>iii. Insurance – Provide Insurance coverage as per the City's Standard Insurance Form</p>	
<p>iv. Business License - A City of Coquitlam or Tri Cities Intermunicipal Business License</p>	
<p>v. Contract – Acceptance of the City Contract using the CCDC 5A-2010, document and the City’s Supplementary Conditions to CCDC 5A-2010</p>	
<p>vi. Contract – Acceptance of the City Contract using the CCDC 2-2008 document as supplimented by the City’s Supplementary Conditions to CCDC 2 - 2008</p>	
<p>vii. 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:</p> <ol style="list-style-type: none"> 1. Irrevocable Letter of Credit; 2. Performance Covenant; 3. Bank Draft; or 4. A Performance Bond. 	
<p>viii. Bonding and Gurantees Requirements - Labour & Materials Payment Security in the amount of 50% of the Contract Price, and in one of the following types:</p> <ol style="list-style-type: none"> 1. Irrevocable Letter of Credit; 2. Performance Covenant; 3. Bank Draft; or 4. 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. 	
<p>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):</p>	
<p></p>	

2.

CORPORATE

a) 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:

b) CAPABILITIES, CAPACITY AND RESOURCES

Respondents to provide information on the following (use the spaces provided and/or attach additional pages, if necessary):

i. Respondent to provide a corporate and project specific organization chart, background, how many years they have been in business and organizational history (e.g. mission, vision, corporate directions, years in business, etc.):

ii. Respondent is to state relevant aquatic community centre experience and qualifications as to the Services requested in the RFIQ. Please provide 3 project references pertaining to your aquatic recreational facility experience, including the staff on those projects:

iii. Respondent is to provide a narrative as to their demonstrated ability to provide the Services requested in the RFIQ:

iv. 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:

c) 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 Managers 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:

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:

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:

d) 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.

LINE ITEM	NAME	TITLE/POSITION	EXPERIENCE AND QUALIFICATIONS	YEARS WITH YOUR ORGANIZATION
i.				
ii.				
iii.				
iv.				
v.				

(use the spaces provided and/or attach additional pages/resumes, if necessary. Maximum 2 pages each resume)

e) Respondent to describe their process for screening and hiring their staff including required certifications:

--

f) A brief narrative explaining why and how the Respondent’s team is best suited for the Project.

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g) 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.	
i. 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?	
ii. 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?	
iii. Has your firm, within the last five years, filed any lawsuits or requested arbitration with regard to contracts?	
iv. 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?	
v. 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?	
vi. 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?	
vii. Have there been any death(s) of any employee or others occurring in connection with any of your contracts in the last five years?	
viii. 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?	

3.

TECHNICAL

a) 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.

i. 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.

ii. Methodology, Set-Up and Execution of the Work

Submissions should address the plan for the delivery, set up and execution of the work; with reference to similar projects of type and size with uniuqire site characteristics being a greenfield, mountain slope site, watercourse reconstruction, and environmental protection adjacencies.

iii. **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.

iv. **Quality Assurance and Safety**

Provide the measures the Respondent will use to maintain quality control and safety during the construction of the project.

v. **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.

vi. **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.

vii. 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):

4. VALUE ADD, SUSTAINABLE AND SOCIAL RESPONSIBILITY

a) VALUE ADDED BENEFITS, 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

b) SUSTAINABLE BENEFITS AND SOCIAL RESPONSIBILITY

i. 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.

ii. 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.

iii. What policies does your organization have for hiring apprentices, indigenous peoples, recent immigrants, veterans, young people, women, people with disabilities and any other groups:

iv. 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:

v. What policies does your organization have to support reconciliation with indigenous peoples:

Attention Purchasing Manager:

5. **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, 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.
6. **I/We** agree to the rules of participation outlined in the [Instructions to Respondents](#).
7. **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.

Addendum No.	Date Issued

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.

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