



Settle down.

CITY OF GRAND FORKS
REQUEST FOR PROPOSAL
CONTRACTOR SERVICES
EMERGENCY RESPONSE AND GENERAL
CONSTRUCTION SERVICES

Date of Issue: August 15, 2012

City of Grand Forks Designated Contact Person:

Dolores Sheets, Engineering Technologist
City of Grand Forks
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Grand Forks, BC
VOH 1H0
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Overview of the Requirements

The City of Grand Forks requires emergency back-up services and general construction services for various projects according to our purchasing policy. The work may include various projects ranging from emergency response, trail and pathway improvements, landscape restoration and improvements, roadway improvements, water, sewer and drainage infrastructure improvements, to signage improvements and etc.

The City of Grand Forks invites proposals from qualified contractors for the provision of emergency response and general construction services related to the delivery of the City's operations. The City wishes to enter into a three (3) year agreement with a qualified contractor for emergency response and general construction services. At the end of the first and any additional one (1) year term, the City reserves the right to extend the first and any additional term by an additional one (1) year term.

The purpose of this Request for Proposal (RFP) is to solicit proposals from contractors (Proponents) interested in providing the above noted construction services. Note that the program scope may change depending upon budget availability and availability of City staff – there is no guarantee of work. The Proposal will be evaluated in accordance with Section 3 of this RFP. Based on the evaluation, the City intends to select a proponent who, in the sole and unfettered opinion of the City, best meets the criteria as stated in Section 3. From this RFP, a list of preferred contractors will be generated. This RFP does not

preclude the City from hiring any contractor on the preferred list of Contractors, at any time, during the course of this contract.

RFP documents are available for download on the City of Grand Forks website at www.grandforks.ca and at City Hall. Should any potential proponent download this Request for Proposal, it is the proponent's responsibility to check for Addenda which will be posted on the City of Grand Forks website at www.grandforks.ca.

Interested contractors must demonstrate their ability to achieve a high standard of quality in the provision of contractor services for municipal projects of any nature, size, and complexity. All proposals marked "**Contractor Proposal – Emergency Response and General Construction Services, Confidential – Do Not Open**", will be received by **2:00 PM, local time on or before September 5, 2013**, at:

City of Grand Forks,
7217 4th Street
Grand Forks, BC V0H 1H0
Attention: Diane Heinrich, Corporate Officer

All inquiries shall be directed to:

Attention: Dolores Sheets, Engineering Technologist
City of Grand Forks
7217 4th Street
Grand Forks, BC
V0H 1H0
Phone: 250.442.8266 Ext. 60116
Fax: 250.442.8000
E-mail: dsheets@grandforks.ca

The City of Grand Forks reserves the right to accept or reject any and all proposals and to waive irregularities and informalities at its discretion. The City reserves the right to accept a proposal other than that with the highest evaluated score without stating reasons. By submitting a proposal, the proponent waives any right to contest, in any proceedings or action, the right of the City to accept or reject any proposal in its sole and unfettered discretion. Without limiting the generality of the foregoing, the City may consider any other factor besides capability to perform the work, in its sole and unfettered discretion.

This Request for Proposal does not commit the City to award a contract or pay any costs incurred in the preparation of a proposal, or attendance at an interview meeting with City staff.

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1.0 REQUEST FOR PROPOSAL (RFP)

1.1 DEFINITIONS

Throughout this Request for Proposal, terminology is used as follows:

- a) "City" means The Corporation of the City of Grand Forks;
- b) "Contract" means the written agreement resulting from this RFP executed by the City and the successful Proponent.
- c) "must", "mandatory", "will" or "required" means a requirement that must be met in order for a proposal to receive consideration;
- d) "Proponent" means an individual or a company that submits, or intends to submit, a proposal in response to this "RFP";
- e) "Proposal" means a submission by a Proponent in response to this RFP;
- f) "should", "may" or "desirable" means a requirement having a significant degree of importance to the objectives of the RFP.

1.2 ENQUIRIES

All enquiries related to this RFP are to be directed, in writing, to the City of Grand Forks Designated Contact Person by **12:00 noon, local time, August 30, 2013**. Information obtained from any other source is not official and should not be relied upon. Enquiries and responses will be recorded and will be posted on the City's website at www.grandforks.ca by 3:00 PM the next business day. Questions received after the inquiry deadline will not be answered.

1.3 CLOSING DATE

1.3.1 FINAL DATE AND TIME FOR RECEIPT OF SUBMISSIONS

Sealed submissions, clearly marked on the outside of the envelope with the words "**Contractor Proposal – Emergency Response and General Construction Services, Confidential – Do not Open**", will be received at the office of City Hall to the attention of Diane Heinrich, Corporate Officer by, **2:00 PM, local time, September 5, 2013**. Submissions will not be opened publicly.

Submissions must not be submitted electronically by facsimile or email. Submissions and their envelopes should be clearly marked with the name and address of the Proponent and the program title.

1.3.2 CONTACTS DURING THE RFP PROCESS

The Designated Contact Person for the Corporation of the City of Grand Forks is the City's only representative authorized to communicate and otherwise deal with Proponents and all Proponents must communicate and otherwise deal with that person only. Contact with any other City representative, including Members of Council, officers or employees of the City regarding this RFP or a Proponent's submission may result in that proposal being removed from consideration for this and any future competitions.

In the case of a Proponent having a dispute with their submission being removed under this clause, a formal appeal letter must be presented to the Designated Contact Person within five working days of notice of removal, stating clearly the reason(s) that they feel that their submission should be reinstated. Under this process the Chief Administrative Officer, at his/her sole discretion, will make the final decision.

1.4 LATE SUBMISSIONS

Late submissions will not be accepted and will be returned, unopened, to the Proponent. No obligation to proceed.

1.5 NO OBLIGATION TO PROCEED

Although the City fully intends at this time to proceed through the RFP process, the City is under no obligation to complete the RFP process. The receipt by the City of any information (including any submissions, ideas, plans, drawings, models or other materials communicated or exhibited by any intended Proponent, or on its behalf) shall not impose any obligations on the City.

1.6 SUBSEQUENT INFORMATION

Proponents are advised that all subsequent information regarding this RFP including any addendum will be posted on the City of Grand Forks website at www.grandforks.ca. Notification will not automatically be sent to Proponents. It is the Proponent's sole responsibility to ensure all notifications, addenda and additional information is obtained. All addenda must be acknowledged in your submission on the Certification Document.

1.7 EXAMINATION AND INTERPRETATION OF DOCUMENTS

Each Proponent shall review all RFP documents and shall promptly report and request clarification of any discrepancies, deficiencies, or errors. Any such request must be submitted at least 5 working days prior to the Closing Date. Where such requests result in a change in the RFP, the City will prepare and issue an addendum to the RFP.

Request for clarification shall only be by written request, either couriered, hand delivered, email or faxed to the City' designated contact All requests must be submitted in accordance with clause 1.2 herein.

1.8 EVALUATION COMMITTEE

Evaluation of proposals will be by a committee formed by the City.

1.9 EVALUATION AND SELECTION

The evaluation committee will check Proposals against the mandatory criteria. Proposals not meeting all mandatory criteria will be rejected without further consideration. Proposals that meet all the mandatory criteria will then be evaluated and scored against the desirable criteria. By responding to this RFP, Proponents will be deemed to have agreed that the decision of the evaluation team will be final and binding.

Each proposed contractor and team will be evaluated and assessed to determine if, in the opinion of the City, they have adequate knowledge and municipal experience to undertake the required services. In order to successfully qualify, contractors must demonstrate experience on all levels of the project team for each component of the program as outlined in the aforementioned program description.

The City of Grand Forks reserves the full right, in its sole discretion and according to its own judgement of its best interest, to reject any or all of the qualification submissions.

1.10 CERTIFICATION DOCUMENT

A completed Certification Document must be included with the Proposal. (See Schedule A).

1.11 AUTHORIZED SIGNATOR

The proposal must be signed by the person(s) authorized to sign on behalf of the Proponent and to bind the Proponent to statements made in the RFP.

1.12 CHANGES TO PROPOSAL WORDING

The Proponent shall not change the wording of its proposal after closing and no words or comments will be added to the Proposal unless requested by the City for purposes of clarification.

1.13 PROPONENT EXPENSES

Proponents are solely responsible for their own expenses in preparing a proposal and for any subsequent negotiations with the City. The City will not be liable to any Proponent for any claims, whether for costs or damages incurred by the Proponent in preparing the proposal, loss of anticipated profit in connection with any final Contract or any other matter whatsoever.

1.14 ACCEPTANCE OF PROPOSALS

This RFP is not an agreement to purchase goods or services. The City is not bound to enter into a Contract with any Proponent. Proposals will be evaluated using the mandatory and desirable criteria provided herein. The City will be under no obligation to receive further information, whether written or oral, from any Proponent.

1.15 DEFINITION OF CONTRACT

Notice in writing to a Proponent that it has been identified as a successful Proponent will not constitute a Contract. Only if a Proponent and the City enter into a subsequent full written Contract will a Proponent acquire any legal or equitable rights or privileges relative to the goods or services.

1.16 MODIFICATION OF TERMS

The City reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time without entering into a Contract.

1.17 OWNERSHIP OF PROPOSALS

All documents, including Proposals, submitted to the City become the property of the City. They will be received and held in confidence by the City and will be subject to the provisions of the Freedom of Information and Protection of Privacy Act. For additional information, please go to:

http://www.cio.gov.bc.ca/services/privacy/Public_Sector/Contracting/privacy_protection_schedule/default.asp

1.18 CONFIDENTIALITY OF INFORMATION

All Proponents and any other person who through this RFP process gains access to confidential financial information of the City's are required to keep strictly confidential all information which in any way reveals confidential business, financial or investment details, programs, strategies or plans, learned through this RFP or subsequent RFP process. This requirement will continue with respect to such information learned by the successful Proponent, in any, over the course of any Contract for service which arises out of this RFP process.

Information pertaining to the City obtained by the Proponent as a result of participation in this process is confidential and must not be disclosed without written authorization from the City.

1.19 PROPONENTS' MEETING

No Proponents' meeting is planned for this RFP.

1.20 INTERVIEWS WITH PROPONENTS

The City reserves the right to interview any or all Proponents, subsequent to submission of all proposals.

2.0 SERVICES

2.1 SERVICES

Following execution of the Contract, the successful Proponent will provide the City with individual work programs and associated fees for each project comprising the general construction services for a specific year. The scope of each work program will be defined, in consultation with the City, and the subsequent fees and scope will be agreed to between the parties.

2.2 PROPOSED SCHEDULE

The successful Proponent will be notified in writing once the RFP's have been evaluated. The remainder of the Proponents will receive a letter by mail.

2.3 FORM OF CONTRACT

Any Contract with the selected Proponent will be in accordance to the Terms and Conditions of the Client / Contractor Agreement.

3.0 EVALUATION CRITERIA

3.1 EVALUATION PROCESS

Proposals will be checked against the mandatory criteria. Submissions not meeting all mandatory criteria will be rejected without further consideration. Submissions that do meet all the mandatory criteria will then be assessed and scored against the desirable criteria.

3.2 MANDATORY CRITERIA

The following are mandatory criteria. Proposals not clearly demonstrating that they meet all the mandatory criteria will receive no further consideration during the evaluation process.

Item	Mandatory Criteria
a)	Proposal must be received at the closing location by the specified closing date and time.
b)	Certification Document completed.
c)	The correct number of copies of the proposal must be submitted.
d)	Letter from Proponent's insurance provider confirming the contractor qualifies for \$5,000,000.00 third party liability insurance.

3.3 DESIRABLE CRITERIA

Proposals meeting the mandatory requirements will be further assessed against the criteria outlined in Schedule B.

By responding to this RFP, Proponents will be deemed to have agreed that the decision of the Evaluation Team will be final and binding. It is the Proponent's responsibility to ensure that their submitted proposal addresses all evaluation criteria to receive full consideration.

SCHEDULE A
CERTIFICATION DOCUMENT
CONTRACTOR SERVICES FOR
ANNUAL SPECIAL PROJECTS PROGRAM

Certification:

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this Proposal.

We certify that the statements made in this proposal are true and complete. These statements represent our proposal to the Corporation of the City of Grand Forks. We agree to be bound by statements and representations made in this proposal.

Print Company Name and Address: _____

Print Name and Title of Authorized Signing Officers: _____

Signature of Authorized Signing Officer: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

ADDENDUM #	
ADDENDUM #	
ADDENDUM #	

Signed this _____ day of _____, 2013.

SCHEDULE B
QUALIFICATION DOCUMENT
CONTRACTOR SERVICES FOR
ANNUAL SPECIAL PROJECTS PROGRAM

A completed qualification statement is required in order to establish whether the Company and associated project team possesses the capacity, skill and integrity necessary for the faithful performance of the emergency response and general construction services. Potential Proponents must be able to respond within 1 hour of an emergency notification, 24 hours/day, 365 days/year.

A. COMPANY PROFILE

1.

Full Name of Company

2.

Address

3. Corporation

Partnership

Individual

4. If Corporation/Partnership, year incorporated/organized: _____

5. Names and addresses of President, Vice-President(s)/Partners:

_____	_____
_____	_____
_____	_____
_____	_____

6. Number of years organization has been in business as a Contractor: _____

7. Approximate total volume of construction work for the last five years:

2012	\$	_____
2011	\$	_____

2010	\$	_____
2009	\$	_____
2008	\$	_____

8. List of related construction experience of the principal individuals in the Contractor's organization.

<u>Individual's Name</u>	<u>Present Position</u>	<u>Years of Construction Experience</u>	<u>Client Reference</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Financial References:

Bank

Bank Name: _____

Branch: _____

Contact Person(s): _____

Phone No.: _____

Fax No. _____

Bonding

Bonding Company: _____

Limit:

Contractor to provide Consent of Surety from bonding company that they have current bonding capacity for a project with a value of approximately \$1 million.

Contact Person(s): _____

Phone No.:

Fax No.

Insurance

Insurance Company: _____

Liability Policy Limit:

Attach confirmation from insurer that third party liability insurance of \$2 million is available to the Contractor.

Contact Person(s): _____

Phone No.:

Fax No.

10. Response Time:

Ability to respond within 1 hour of emergency notification: Yes _____ No _____

(24 hours/day, 365 days/year)

B. LIST OF PREVIOUS CONTRACTS

- 1. List of similar municipal construction projects completed by or currently under construction by Company in the past five years:

Owner:

Project: _____ Value: _____

Contact: _____ Phone: _____

Consultant: _____

Contact: _____ Phone: _____

Owner:

Project: _____ Value: _____

Contact: _____ Phone: _____

Consultant: _____

Contact: _____ Phone: _____

Owner:

Project: _____ Value: _____

Contact: _____ Phone: _____

Consultant: _____

Contact: _____ Phone: _____

Owner:

Project: _____ Value: _____

Contact: _____ Phone: _____

Consultant: _____

Contact: _____ Phone: _____

C. DATA ON PROJECT TEAM

1. Proposed Project Team: (attach resumes)

<u>Position</u>	<u>Name of Individual</u>	<u>Years of Construction Experience</u>	<u>Years with Firm</u>
Construction Manager	_____	_____	_____
Superintendent	_____	_____	_____
Other Key Supervisors	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. List of Sub-Contractors (list "self" if no sub-trade required):

<u>Sub-Trade</u>	<u>Name of Sub-Contractor</u>	<u>Address of Sub-Contractor</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Additional Data:

D. REFERENCES

1. The contractor shall list references which have been involved with the contractor on similar construction projects or are familiar with the contractor's construction experience, **specifically in regards to major improvement/rehabilitation projects** with special emphasis to the installation of municipal works.

Project Title and Location:

Description: _____ Project Value: \$ _____

Project Manager: _____ Superintendent: _____

Owner: _____ Date Completed _____

Refer to: _____ Phone: _____ Fax: _____

Consultant
:

Refer to: _____ Phone: _____ Fax: _____

Project Title and Location:

Description: _____ Project Value: \$ _____

Project Manager: _____ Superintendent: _____

Owner: _____ Date Completed _____

Refer to: _____ Phone: _____ Fax: _____

Consultant
:

Refer to: _____ Phone: _____ Fax: _____

Project Title and Location:

Description:

Project Value: \$

Project Manager:

Superintendent:

Owner:

Date Completed

Refer to:

Phone:

Fax:

Consultant

:

Refer to:

Phone:

Fax:

Project Title and Location:

Description:

Project Value: \$

Project Manager:

Superintendent:

Owner:

Date Completed

Refer to:

Phone:

Fax:

Consultant

:

Refer to:

Phone:

Fax:

Project Title and Location:

Description:

Project Value: \$

Project Manager:

Superintendent:

Owner:

Date Completed

Refer to:

Phone:

Fax:

Consultant

:

Refer to:

Phone:

Fax:

The answers to the foregoing questions and all statements therein contained are true and correct.

This

day of

, 20

Name of Company

Signing Officer, Position

Witness

E. SUB-CONTRACTOR INFORMATION

A copy of this section is to be completed for **each** sub-contractor identified for this project.

1.

Full Name of Company

2.

Address

3.

Component of Work

4. Proposed Project Team: (attach resumes)

<u>Position</u>	<u>Name of Individual</u>	<u>Years of Construction Experience</u>	<u>Years with Firm</u>
Project Manager	_____	_____	_____
Superintendent	_____	_____	_____
Other Key Supervisors	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

5. The company shall list the plant, machinery and equipment that would be available for the work (whether it be owned, rented or purchased for this program):

6. Previous Experience and References:

List of similar projects completed by or currently under construction by the Company in the past five years. Include project references that are familiar with the company's construction experience related to their particular sub-trade.

Project Title and Location:

Description: _____ Project Value: \$ _____

Project Manager: _____ Superintendent: _____

Owner: _____ Date Completed _____

Refer to: _____ Phone: _____ Fax: _____

Consultant
:

Refer to: _____ Phone: _____ Fax: _____

Project Title and Location:

Description: _____ Project Value: \$ _____

Project Manager: _____ Superintendent: _____

Owner: _____ Date Completed _____

Refer to: _____ Phone: _____ Fax: _____

Consultant
:

Refer to: _____ Phone: _____ Fax: _____

The answers to the foregoing questions and all statements therein contained are true and correct.

This _____ day of _____, 20_____

Name of Company

Signing Officer, Position

Witness

SCHEDULE C Contractor Services SCORECARD

1. Company Profile – How experienced is the company and its response time?

15	12	9	6	3
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Outstanding – a lot of experience and consistently satisfied clients

Not a lot of experience and/or some client dissatisfaction

2. Previous Project Experience – How relevant is the proponent’s expertise and capabilities in reference to our anticipated needs?

15	12	9	6	3
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Highly capable – all elements are well covered

Narrow range – basic construction skills adequate but lacking full range of specialist/ complementary skills

3. Equipment – What resources does the proponent have to offer to Grand Forks?

15	12	9	6	3
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Excellent array of equipment

Minimal equipment

4. Project Team including Sub-Contractor Information – What resources is the proponent willing to commit to Grand Forks and how well can the proponents team deliver the goods to ensure quality work?

15	12	9	6	3
----	----	---	---	---

Excellent Team with the right combination of experience, skills and local knowledge. The team is well led

Weaknesses noted in experience and skills. Capacity to meet deadlines is a concern

1. **References** – What is the proponents' track record in other similar sized communities?

15	12	9	6	3
----	----	---	---	---

Highly capable – all elements are well covered

Narrow range – basic construction skills adequate but lacking full range of specialist/complementary skills

Total Score 75

Proposal Submitted by: _____

Reviewed by: _____