



Settle down.

CITY OF GRAND FORKS

***Request for Expression of Interest
Pre-Qualification of Proponents***

City Hall Re-Construction Project

MARCH 28, 2014

City of Grand Forks

**Request for Expression of Interest (RFEOI)
Pre-Qualification of Proponents**

City Hall Reconstruction Project

March 2014

The City of Grand Forks invites submissions for Expressions of Interest / Pre-Qualifications of Proponents for the re-construction of the main floor of City Hall.

Interested Contractors must demonstrate their ability in achieving a high standard of quality in the re-construction of City Hall and can demonstrate that the contractors has completed projects of similar nature, size, and complexity that City of Grand Forks' projects may contain.

A copy of the standard "City of Grand Forks Qualification Statement" form has been attached. All inquiries shall be directed to:

Interior Hatch Design
Attn: Rachel Clarida
Telephone: 778.484.4466
Email: rachel@hatchdesign.ca

Requests for clarification are to be submitted by the Proponent to Hatch Interior Design Inc. using the following methods: email, phone or hand delivered letter. Requests for clarification must be submitted to Hatch Interior Design Inc. within five (5) business days of Expression of Interest Closing Time and Date.

All proponent expression of interest statements and supporting documentation must be submitted in a sealed envelope, with "Request for Expression of Interest Pre-Qualification of Proponents City Hall Re-Construction Project" prominently marked out the outside. Submissions are to be received at the office of:

Diane Heinrich, Corporate Officer,
City of Grand Forks, BC
6641 Industrial Park Way
Grand Forks, BC V0H 1H0
Email: dheinrich@grandforks.ca

The Expression of Interest Closing Time and Date is **2:00 p.m. local time on Thursday, April 17, 2014**. All submissions received in accordance with the foregoing will be reviewed, but the pre-qualification of proponents shall solely be at the discretion of the City of Grand Forks.

Electronic submissions will be accepted and are to be provided in PDF format. The City will take no responsibility for electronic submissions that do not reach the location for submissions noted above prior to the Expression of Interest Closing Time and Date.

Expressions of Interest submitted after the respective Closing Time and Date will not be accepted and will be returned unopened to the sender.

CITY OF GRAND FORKS

INFORMATION ON EXPRESSION OF INTEREST / PRE-QUALIFICATION OF PROPONENTS

City Hall Re-Construction Project

Introduction

The City of Grand Forks invites submissions for an Expression of Interest for Pre-Qualification of Proponents for the Re-Construction of the main floor of City Hall. The City intends to re-construct the main floor of City Hall and also upgrade to current building code requirements. The works will generally include framing, drywall, paints, coatings, flooring, doors, windows, electrical, HVAC, plumbing, etc. The complete scope of work will be defined in project specific documents.

Subsequent to this expression of interest process, proposals for specific re-construction projects may be called in from the qualified proponents. Qualified proponents will be eligible to take part in requests for proposals (RFPs), requests for quotations (RFQs) and / or tenders. Proposals must comply in all respects with the *Community Charter and Local Government Act of British Columbia*, and other relevant legislation and codes.

Qualifications

Previous experience and references related to the re-construction of City Hall will be the most important aspect of the pre-qualification evaluation. Proponents are expected to clearly demonstrate their experiences in the re-construction of a heritage building.

Proponents should have a track record of completing similar projects within the budget and time frame assigned. Sufficient references should be submitted for successful projects to substantiate the claim.

Proponents should possess trained and certified staff and subtrades with sufficient experience to carry out the work as per the City's expectation.

Proponents should be a structured company with a stable financial track record and currently in good standing in the business community with respect to company financing, bonding and insurance.

Proponents must be able to guarantee availability for a Construction start date of June 2, 2014.

Proponents will be responsible to ensure their familiarity with all the City's policies, bylaws, permits, legal legislation, etc. for this project.

Evaluation Criteria

Proponents' Expression of Interest submissions will be evaluated on the following criteria:

Mandatory Criteria

Table 1.

No.	Criteria	Yes / No
1.	Submission of completed 'Expression of Interest' / 'Qualification Statement' before deadline	
2.	Possession of knowledge and previous experience in the Re-Construction of City Hall	
3.	Similar size projects - minimum of \$500,000	
4.	Proof of insurance	

Notes on Mandatory Criteria:

1. Submission of completed 'Expression of Interest' / 'Qualification Statement' before deadline:
Expression of Interest / Pre-Qualification submissions must be completed in full and should be supported by necessary documentation. An incomplete statement and / or a statement submitted after the deadline will be rejected. Statements must be signed by an officer legally authorized to do so (authorization should be attached).
2. Possession of knowledge and previous experience in the Re-Construction of City Hall:
Proponents must have specific knowledge and experience in re-construction projects this is a mandatory criterion. A project team, including subtrades, either existing or proposed to be formed, must provide sufficient and detailed information of the proposed team and working arrangements. Proponents who fail to provide adequate documentation to substantiate the claim of these arrangements will be considered as proponents not having the relevant experience. It is the proponent's responsibility to provide convincing evidence for such working arrangements and the City takes no responsibility to verify and / or establish such working arrangements, though the City has the right to do so on its own desire.
3. Proof of insurance:
Proponents must have insurance coverage that satisfies the requirements identified in CCDC2. This must be acknowledged in the proponent's submission and evidence of such insurance will be required from qualified proponents at the RFP / tender stage.

Evaluation Criteria

Table 2.

No.	Description	Points
1.	Experience in the Re-construction <ul style="list-style-type: none">• Technical: Trouble shooting / Solution• Planning / Strategy / Implementation• Experience in similar projects / Liaison• Consumer relations experience• The nature, complexity and amounts of projects handled in the past	45
2.	Past Performances <ul style="list-style-type: none">• Successful completion of past projects on time and budget• Minimal claims and damages• High consumer satisfaction	30
3.	Resource availability (experienced staff, sufficient financial stability / support, etc.) <ul style="list-style-type: none">• Staff education and experience, staff availability for the project including subtrades• Financial stability / standing / backing	15
4.	Competitive edge of the company <ul style="list-style-type: none">• Agreements for uninterrupted material supply• Manufacture of parts / material• Installation / construction support / working arrangements• Any other relevant advantages to the projects	10
	Total	100

Notes on Evaluation criteria

1. Experience in Re-Construction Projects:

The City will look at proponent's experience in areas such as:

- (a) Technical ability to trouble shoot problems reported and provide technically appropriate and cost effective solutions.
- (b) Proponent's ability to plan, strategize and implement the proposed solutions in an effective and efficient manner.
- (c) Proponent's experience working in similar projects defined by the scope of work in terms of nature, size and complexity.
- (d) Proponent's experience in handling consumer relations with professional care.
- (e) The nature, complexity, cost and volume of the projects handled by the proponent in the past.

The amount of experience possessed by the proponent will be evaluated based on the information provided under the 'Expression of Interest / Qualification Statement'. The City bears no responsibility to collect information on or verify the accuracy of the statements provided by the proponent. However, the City may choose to verify the information provided.

2. Past Performances:

In the City's evaluation they will consider the success of the past projects handled by the proponent – both for the City and other clients. Successful completion includes, but is not limited to, completion of the projects within the budget and time frames. The relationship maintained, professionalism shown, the strategies employed in handling both the project and issues would be some other areas of interest under this criterion. Other areas of evaluation will be reports of any claims or damages filed by the proponents against owners or vice-versa and report of any consumer complaints logged against the proponent. The City will consider such reports as unfavorable.

A key factor under this evaluation criterion is the proponent's demonstrated commitment to complete all aspects of the project to the owner's satisfaction. For example, a history or reputation of leaving challenging or problematic items incomplete will be considered unfavorable.

3. Resource availability (experienced staff, including subtrades, sufficient financial stability / support, etc):

The availability of resources such as experienced and trained staff, including subtrades, financial funding / backup, etc. will be considered under this criterion. The City will be interested more in the resources the proponent intends to commit for the City projects rather than the proponent's total available resources. However, the City will consider the total available resources as an indication of the ability of the proponent to commit sufficient resources for City projects. Submissions must demonstrate that the proponent and its team have the financial capacity to fulfill their intended roles. The City has no predetermined format as to how the team wishes to demonstrate its financial capacity to undertake projects of this nature.

Qualified proponents will be required to identify key staff members, including subtrades and resources that will be committed to specific projects. This requirement will be included in the RFP / tender for each project.

4. Competitive edge of the company:

Under this criterion any tangible advantages to the City projects due to proponent's advantageous position in the areas of resources, materials, working arrangements, etc. will be considered favourable. For example, proponents manufacturing any required material or having forward integration with the suppliers may be in advantageous position in terms of securing better prices and / or continuity of the material supply. The City neither has nor restricts, through predetermination, venues for demonstrating competitive edge.

It is the proponent's responsibility to establish the case as to how the competitive edge enjoyed by the proponent could yield benefit to City projects.

Submission Procedure

Each submission for expression of interest must include a completed form of the "City of Grand Forks Qualification Statement" and resumes of the senior personnel proposed for City projects. Pre-qualification submissions must be submitted in a sealed envelope, with "Request for Expression of Interest Pre-Qualification of Proponents City Hall Re-Construction Project" prominently marked out the outside. Submissions are to be received at the office of:

Diane Heinrich, Corporate Officer
6641 Industrial Parkway
Grand Forks, BC V0H 1H0

Tender Closing Time: **2:00, PM local time**

Tender Closing Date: **April 17, 2014**

All submissions received in accordance with the foregoing will be reviewed, but the pre-qualification of proponents shall solely be at the discretion of the City of Grand Forks. The proponents submitting for the pre-qualification will be notified if they have qualified through this process.

The "City of Grand Forks Qualification Statement" may be supplemented by additional information as the proponent sees fit. The submission shall confirm financial, staff, material and equipment supply capabilities of the proponent. Adequate insurance as requested by the City in terms of the amount of coverage and in the format requested by the City is required for any City project. The submission shall sufficiently outline demonstrated expertise in the areas described in the foregoing scope of work completed with current and past project locations and complete references for those projects. The City reserves the right to review similar works completed by the proponent that may or may not appear in proponent's references.

Electronic submissions will be accepted and are to be provided in PDF format. The City will take no responsibility for electronic submissions that do not reach the location for submissions noted above prior to the Expression of Interest Closing Time and Date.

Expressions of Interest submitted after the respective Closing Time and Date will not be accepted and will be returned unopened to the sender.

PROJECT: CITY HALL RE-CONSTRUCTION PROJECT

A completed Qualification Statement is required in advance of the Request for Proposals / Request for Quotations / Tenders in order to establish whether the company possesses the capacity, skill and integrity necessary for the faithful performance of the works.

A. COMPANY PROFILE

1. _____
(Full name of company)

2. _____
(Address)

3. Corporation _____ Partnership _____ Individual _____

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

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

6. Number of years the organization has been
in business as a Contractor in Canada: _____; Other Country: _____

7. Approximate total amount of similar work within the last five years:

20 _____ \$ _____
20 _____ \$ _____
20 _____ \$ _____
20 _____ \$ _____
20 _____ \$ _____

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

<i>Individual's Name</i>	<i>Position</i>	<i>Years of Present</i>	
		<i>Experience</i>	<i>Capacity</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Financial References:

(a) Banking: _____

Contact: _____

Phone: _____

(b) Insurance: _____

Contact: _____

Phone: _____

Meets CCDC2 / City of Grand Forks Requirements: _____

(C) Bonding:	Proof of ability to provide the following documentation		
10% Bid Bond	Yes	No	
50% Performance Bond	Yes	No	
50% Labour and Materials Bond	Yes	No	

B. LIST OF PREVIOUS AND CURRENT CONTRACTS

- List of similar projects completed by your company in the past five years: (include all previous projects completed for the City of Grand Forks and note the City's project manager, if known).

Provide information in the following format. Use attached form in Appendix A.

Project Name	Original Contract Value	Final Contract Value	Reason for Change in Value	Original (Intended) Completion Date	Final Completion Date	Reason for Change in Completion Date	Owner, Name & Contact Tel. No. of Reference
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

- List of similar projects presently underway by the company.

Provide information in the following format. Use attached form in Appendix B.

Project Name	Original Contract Value	Current Contract Value	Reason for Change in Value	Original (Intended) Completion Date	Expected Completion Date	Reason for Delays, if any	Owner, Name & Contact Tel. No. of Reference
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

- List below all damages claimed by the owner from your company and vice versa on the projects mentioned in 1 and 2 above. Also mention the total number of complaints made against your company by consumers or third party, if any (use additional sheets if required).

C. COMPETITIVE ADVANTAGES OF THE COMPANY

The proponent shall list any competitive advantages enjoyed by the company in the areas of material supply, construction collaboration in re-construction or any other areas that could be considered favorable to the project. For example, the company may produce full or part of its own material requirements or may have existing agreements / collaborations with other companies for construction support.

D. CASES OF TROUBLESHOOTING EXPERIENCE

Provide any cases(s) / reference(s) to demonstrate your ability to provide cost-effective solutions through proper trouble shooting based on reported problems (use additional sheets if required).

E. STRATEGIC IMPLEMENTATION EXPERIENCE

Indicate effective strategies employed in your past on related projects to effectively and efficiently manage project implementation (use additional sheets if required).

F. CUSTOMER SERVICE EXPERIENCE

Provide details of resources and systems employed and managed in dealing with customers during project period(s).

G. PROPOSED PROJECT TEAM

1. Proposed Project Team including subtrades (attach resumes):

<i>Position</i>	<i>Name of Individual</i>	<i>Years of Experience</i>	<i>Years With Company</i>
Project Manager	<hr/>		
Superintendent	<hr/>		
Other Key Supervisors	<hr/>		
	<hr/>		
Subtrades	<hr/>		
	<hr/>		
	<hr/>		
	<hr/>		
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	<hr/>		

2. Additional Data:

H. REFERENCES:

The proponent shall list references, which have been involved with the proponent on similar projects. Under 'Remarks' column, indicate if the experience is related to "large scale" reconstruction projects. Proponents to include three trade references and three supplier references.

<i>Name</i>	<i>Address</i>	<i>Phone No.</i>	<i>Remarks</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

