Request for Qualifications No. 1373
for
General Contractors

No 1 Reservoir & Energy Recovery Facility

Issue date: September 6, 2012

Closing Location
Purchasing Department
2020 Labieux Road
Nanaimo, BC V9T 6J9

City Contact
Bill Sims, AScT, Manager, Water Resources
City of Nanaimo - Engineering & Public Works
2020 Labieux Road
Nanaimo, BC V9T 6J9
Telephone: (250) 756-5302
Fax: (250) 756-5326
Email: Bill.Sims@nanaimo.ca

Closing date and time
Responses must be received at the Purchasing Department before
3:00 PM Pacific Time on
September 26, 2012
The City of Nanaimo is seeking the services of a Contractor and Subcontractors for the construction of a new concrete reservoir and control building housing energy recovery equipment. The scope of work consists of the following:

1. Assuming responsibility for the delivery, offloading, handling and installation of energy recovery equipment, pre-ordered by the City for this project.
2. Rock and common excavation, construction of a circular reinforced concrete reservoir, having a volume of approximately 14 ML and dimensions of 50m diameter x 10 m high
3. Structural and architectural work associated with the control building/energy recovery facility.
4. Large diameter mechanical piping, control valves, electrical recovery equipment installation
5. Building electrical, mechanical, instrumentation and controls
6. Minor site civil works, parking areas, stormwater management, landscaping
7. Testing and commissioning

This is NOT a Request for Proposal or a Tender. It is a request for qualifications only. No contractual obligations will exist on either party. Firms wishing to be considered for the Prequalification List MUST submit a Prequalification Package. Evaluation by the City of Nanaimo and its appointed representatives will determine which Contractors and Subcontractors will be invited to participate in the Tender, if conducted. The City’s decision regarding Contractor and Subcontractor selection and prequalification shall be final.

All submissions shall be in a sealed envelope labelled “City of Nanaimo, No 1 Reservoir & Energy Recovery Facility Qualifications Submission”. Submissions will be received up to 3:00 pm Pacific Daylight Time, September 26, 2012, by:

Purchasing Department
City of Nanaimo
2020 Labieux Rd
Nanaimo BC V9T 6J9

Interested Contractors are encouraged to complete the attached Receipt Confirmation Form for addenda to be sent directly. However, it is still the responsibility of the interested Contractor to check the City of Nanaimo website and BC Bid website for any addenda issued for this prequalification up to the closing date and time.
RECEIPT CONFIRMATION FORM

CITY OF NANAIMO

PREQUALIFICATION No. 1373

No 1 Reservoir & Energy Recovery Facility

Closing date and time: 3:00 PM, Pacific Daylight Time, September 26, 2012
As receipt of this document, and to directly receive any further information about this
Prequalification, please return this form to:

Attention: Kurtis Felker
Manager, Purchasing & Stores
City of Nanaimo
2020 Labieux Road, Nanaimo, BC, V2T 4M7
Fax: 250.756.5327
Email: purchasinginfo@nanaimo.ca

COMPANY NAME: ________________________________________________
STREET ADDRESS: _______________________________________________
CITY/PROVINCE: _________________________________________________
POSTAL CODE: __________________________________________________
PHONE NUMBER: ________________________________________________
FAX NUMBER: ___________________________________________________
CONTACT PERSON: ______________________________________________
EMAIL ADDRESS: ________________________________________________
SIGNATURE: ____________________________________________________
DATE: __________________________________________________________
1 Instructions to Contractors

1.1 PURPOSE

.1 The purpose of this document is to obtain qualification information from General Contractors for short listing to be invited to tender to construct its new No 1 Reservoir and Energy Recovery Facility.

.2 It is the intent of the City to prequalify general contractors. The City reserves the right to reject general contractors not meeting its requirements.

1.2 QUALIFICATIONS SUBMISSIONS

.1 Submissions will be received by the City of Nanaimo, Purchasing Deptment, 2020 Labieux Rd, Nanaimo BC V9T 6J9. Attention: Manager of Purchasing & Stores, before 3:00 pm, local time, on September 26, 2012. Late submissions will be returned unopened.

.2 Provide a letter from a bonding company stating the Contractor’s bonding capability qualifications.

.3 Submit one copy of the submission in a sealed envelope along with one electronic copy on a memory stick or DVD, clearly identified with the name of the Contractor, the City of Nanaimo, and the Project Name and plainly marked “QUALIFICATION SUBMISSION”. Alternatively, submissions can be submitted electronically, in their entirety, at the only acceptable email address: purchasinginfo@nanaimo.ca. Please note: Maximum email size limit is 8 MB. Respondents are responsible to ensure that electronically submitted files have been received by the closing time.

.4 Changes to submissions will be accepted by facsimile at the only acceptable facsimile number 250.756.5327, via email at the only acceptable email address purchasinginfo@nanaimo.ca or by hand delivery at the posted closing address and building. Changes shall clearly show which section of the submission is to be amended. The City of Nanaimo will not be responsible for failure to receive any changes to submissions. Contractors are responsible for allowing themselves enough time to ensure their submissions are received complete prior to the posted closing date and time.

.5 Qualification responses will not be publicly opened.

.6 Addenda may be issued by the City’s Purchasing Department. All such addenda shall become part of the prequalification package. Interested Contractors are encouraged to complete the attached Receipt Confirmation Form for addenda to be sent directly.

1.3 QUALIFICATION FORMS

.1 Supply all information requested on the Request for Qualification forms supplied by the City of Nanaimo and latest CCDC 11 – Contractor’s Qualification Statement, available from the CCDC website www.ccdc.org both in paper or “e-fillable” form.
All forms must be completed whether they are hard copy or electronic. Failure to do so may result in rejection of the submission. If space provided is insufficient, extra sheets may be attached. All such sheets must be identified by the contractor as being part of the submission.

A complete submission includes:

1. Signed and completed Qualification Forms and latest version of CCDC 11 – Contractor’s Qualification Statement, including Appendices, resumes and additional pages as necessary
2. Letter from bonding company
3. An acknowledgement of the ability to take on the role of Prime Contractor as defined in the WorkSafe BC Occupational Health and Safety Regulation.
4. A list of references, together with contact info for similar recent projects
5. A description of the Contractor’s safety and environmental management programs, along with safety statistics and Worksafe rating over the past 5 years.

Contractors are welcome to submit additional information that demonstrates their capabilities and that will aid the City in its determination of qualified candidates.

1.4 REJECTION OF SUBMISSIONS

1. The City of Nanaimo reserves the right to reject any or all submissions. Submissions that are incomplete may be rejected.

2. The City of Nanaimo, at its sole discretion, reserves the right to waive any irregularity or insufficiency in any qualification submission.

3. The City of Nanaimo may reject a submission if:
   
   1. After investigation and consideration, the City concludes that the Contractor is not fully qualified to do the work and/or may not be able to do the work and perform the Contract in a manner satisfactory to the City of Nanaimo.
   2. A submission contains qualifying conditions or otherwise fails to conform to these Qualification Instructions.
   3. A submission is incomplete, is considered incomplete in these Qualification Instructions, is obscure or irregular, or which has erasures or corrections in the Submission Form.
   4. The City of Nanaimo may, in its absolute discretion, reject a Submission submitted by Contractor if the Contractor, or any officer or director of the Contractor is or has been engaged either directly or indirectly through another corporation in a legal action against the City of Nanaimo, its elected or appointed officers and employees in relation to:
      
      1. any other contract for works or services; or
      2. any matter arising from the City of Nanaimo’s exercise of its powers, duties, or functions under the Local Government Act or another enactment.

   within five years of the date of this Call for Pre-Qualifications.
In determining whether to reject a submission under this clause, the City of Nanaimo will consider whether the litigation is likely to affect the Contractor’s ability to work with the City of Nanaimo, its consultants and representatives and whether the City of Nanaimo’s experience with the Contractor indicates that the City of Nanaimo is likely to incur increased staff and legal costs in the administration of this contract if it is awarded to the Contractor.

.5 The City of Nanaimo, however, may at its sole discretion elect to retain for consideration a submission which is non-conforming because it does not contain the content or form required by these Instructions or because a Contractor has not complied with the procedures set out in the Instructions provided that the Contractor complies substantially with the Instructions.

.4 The City of Nanaimo may reject all submissions if:

.1 the City of Nanaimo on reasonable grounds decides that it will not proceed with the project at all.

.5 The City of Nanaimo reserves the right to consider and to reject any submission or all submissions without notice to a Contractor or Contractors and without permitting a Contractor to provide additional information.

.6 In no event will the City of Nanaimo be responsible for a Contractor’s costs of preparing or submitting a submission.

.7 Except as expressly and specifically permitted in these Qualification Instructions, no Contractor shall have any claim for any compensation of any kind whatsoever, as a result of participating in the submission, and by submitting a Qualification Submission each Contractor shall be deemed to have agreed that it has no claim.

1.5 INTERPRETATIONS AND MODIFICATIONS OF QUALIFICATION FORM DOCUMENTS

.1 Submit questions in writing to the City’s representative:

Bill Sims, AScT, Manager, Water Resources
City of Nanaimo - Engineering & Public Works
2020 Labieux Road
Nanaimo, BC V9T 6J9
Telephone: (250) 756-5302 Fax: (250) 756-5326
Email: Bill.Sims@nanaimo.ca

.2 Promptly notify the representative of any ambiguity, inconsistency or error which they may discover upon examination of the documents.

1.6 QUALIFICATION EVALUATION AND SELECTION

.1 The City of Nanaimo and its engineering consultants will evaluate the submissions based on the following criteria:

.1 Demonstrated relevant project team experience with construction of large reinforced concreted drinking water storage reservoirs; complex large diameter
piping and valving, control structures, architectural features, control systems and electrical interconnection. (30%)

.2 General experience working around water distribution systems and making interconnections to existing water distribution facilities in a way that minimizes operational disruptions (10%)

.3 Capacity to complete work on schedule and budget, given current workload (15%)

.4 Suitable project management, qualifications, subcontractors, supervisory staff and resources assigned for the duration of the project. (20%)

.5 Demonstrated team approach and ability to establish relationships with past clients and consultants, including references from same. (10%)

.6 Safety and environmental management programs implemented in the organization. (10%)

.7 Satisfactory financial resources including bonding capability. (5%)

.2 The City of Nanaimo may invite up to six of the highest rated qualified Contractors to submit formal tenders for the work.

.3 Only pre-qualified Contractors selected from this process will be invited and permitted to submit bids for this project. The City of Nanaimo’s decision regarding Contractor selection shall be based on established criteria and shall be final.

.4 This process shall not obligate the City of Nanaimo to proceed with a tender process.

1.7 SCOPE OF THE WORK

.1 The components of the works include:

a. Assuming responsibility for the delivery, offloading, and handling and installation of energy recovery equipment, pre-ordered by the City for this project.

b. Construction of a circular reinforced concrete reservoir, having a volume of approximately 14 ML and dimensions of 50m diameter x 10m high

c. Structural and architectural work associated with the control building/energy recovery facility.

d. Large diameter mechanical piping, control valves, electrical recovery equipment installation

e. Building electrical, mechanical, instrumentation and controls

f. Minor site civil works, parking areas, stormwater management, landscaping

g. Testing and commissioning, of the water storage and control facility, as well as the energy recovery components

.2 Attached are site plans that give a general overview of the project scope

.3 Water supply pipeline installation is currently under construction. Watermain will be terminated close to the connection point.

.4 The entire site has been cleared and grubbed in preparation for this work

.5 The City is in process of procuring the energy recovery equipment.
.6 The City plans to take out Owner-controlled Builder’s Risk and Wrap-up Liability Insurance for the Project. Contractors and Subcontractors will be expected to carry their own Comprehensive General Liability and Automotive Insurance.

1.8 SCHEDULE OF THE WORK
.1 The proposed schedule is as follows (note dates except PQ close are approximate):

a. Close prequalification  26 Sep 12
b. Develop shortlists      05 Oct 12
c. Issue tender           09 Oct 12
d. Tender close          30 Oct 12
e. Award                 15 Nov 12
f. Mobilization         15 Dec 12
g. Complete construction 15 Dec 13
h. Commissioning        31 Jan 14

END OF SECTION
REQUEST FOR QUALIFICATION No.1373

QUALIFICATIONS FOR: CITY OF NANAIMO

No. 1 Reservoir & Energy Recovery Facility

THE UNDERSIGNED DOES HEREBY RESPOND to the City of Nanaimo in accordance with all the terms and conditions of the Qualification Package.

AND WE HEREBY AGREE:

(i) That the City of Nanaimo is in no way obligated to accept this Response.
(ii) That, should the Qualification Forms be improperly completed or be incomplete, the City of Nanaimo shall have the right, but no obligation, to disqualify and/or reject this Response.
(iii) The submission of a Response constitutes the agreement of the Respondent to be solely responsible for any and all costs and expenses incurred by it in preparing and submitting its Response, including all costs incurred by the Respondent after the submission.
(iv) To allow the City of Nanaimo and its appointed representatives to check and verify the information provided in the submission. Reference checks will be kept confidential and will not be reviewed or discussed with Contractors applying for prequalification.
(v) Any submission will not necessarily be accepted.

AND WE DO HEREBY ACKNOWLEDGE the qualification package is to allow the City of Nanaimo and their appointed representatives to shortlist general contractors and major subcontractors for the purpose of the future invitation only tender for the City of Nanaimo, No 1 Reservoir & Energy Recovery Facility. The City of Nanaimo will not award a contract based on the qualification package provided herein, and the City of Nanaimo will only issue drawings and tender documents to Contractors it deems are qualified to perform the works as per the Qualification Instructions.
This Response is executed at _____________________________
on this _____ day of ______________________ , 2012.

A

Addenda: I/We acknowledge receipt of the following Addenda related to this Request for Qualification and have incorporated the information received in preparing this Prequalification Package.

.1 Addendum # _____ Date Issued ______________________________
.2 Addendum # _____ Date Issued ______________________________
.3 Addendum # _____ Date Issued ______________________________
.4 Addendum # _____ Date Issued ______________________________

Name of Firm: ________________________________________________

Address: ______________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

________________________________________________________________

SIGNED AND DELIVERED, this day of , 2012

______________________________________________________________
(Respondent - please print)  _________________________________
(Signature of Respondent)