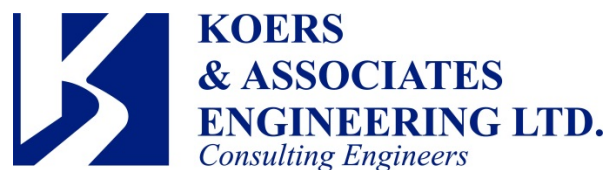




Request for Qualifications
for
E&N Rail Trail
Coombs to Parksville (Alberni Line)

November 30, 2015



RDN Recreation and Parks Department

RFQ No. 1424-2015
Request for Qualifications

E&N Rail Trail
Coombs to Parksville (Alberni Line)

The Regional District of Nanaimo (the “Owner”) invites submissions of qualifications from those interested in providing general contracting services for the supply and installation of approximately 6,700 lineal metres of 3.0 m wide trail along the existing E&N rail corridor between Station Road in Coombs and Springwood Park in Parksville BC.

This Request for Qualifications (RFQ) may be downloaded directly from the Owner’s website at <http://www.rdn.bc.ca>.

Interested Proponents are to return three (3) paper copies of their response, including one (1) unbound, clearly marked original, in a sealed package together with a digital copy bearing the name of the firm responding, to the following location up to 3:00:00 p.m., local time, on January 11, 2016.

Koers & Associates Engineering Ltd.
PO Box 790, 194 Memorial Ave
Parksville, BC V9P 2G8
Telephone: (250) 248-3151
Fax: (250) 248-5362

The Owner will evaluate the submissions received in response to this RFQ and may make a selection of up to five (5) qualified Proponents for the E&N Rail Trail that in the Owner’s sole discretion, are deemed best qualified to meet the requirements described herein.

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 response (the “Submission”). Evaluation by the Owner and its appointed representatives will determine which Proponents will be invited to participate in the Tender, if conducted. The Owner’s decision regarding Proponent selection and prequalification shall be final.

For all information regarding this Request, please contact the Owner’s Representative:

Rob Hoffman, P. Eng., Project Manager, rhoffman@koers-eng.com.

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1.0 INTRODUCTION

- 1.1 The Regional District of Nanaimo (the Owner) invites Submissions in response to this Request for Qualifications from capable contractors interested in providing services for the construction phase of the following project.
- 1.2 The works generally consists of the supply and installation of all labour, equipment, materials, and supervision in the construction of a 3.0 m wide accessible multi-use trail on the south side of the existing rail tracks, at an offsite that varies from 3.5 to 8.0 metres.
- 1.3 The works are generally shown on the Preliminary Design Drawing Set contained in **Appendix A**, and include the following features:
 - a) Approximately 6,700 lineal metres of gravel surfaced trail;
 - b) Trail / Road crossings at several private and public roads;
 - c) New drainage appurtenances at several drainage courses, including extensions to some existing E&N drainage structures;
 - d) A gabion or other similar gravity wall retaining system at Romney Creek;
 - e) Work within sensitive drainage courses during out of fish construction window periods; and
 - f) Two trail crossings of the existing track system, which will be installed by others under contract to the RDN.
- 1.4 The construction challenges are expected to include, but not be limited to the following:
 - a) Work within a limited space corridor, portions of which are directly between the existing E&N rail tracks, which is considered to be “not abandoned”, and Highway 4A, which is under the jurisdiction of the Ministry of Transportation and Infrastructure (MoTI);
 - b) Maintaining and honouring all working protocols when within the existing Island Corridor Foundation (ICF) rail corridor;
 - c) Adherence to all applicable Southern Railway of Vancouver Island (SVI) and MoTI safety requirements and permit conditions;
 - d) Installation of various drainage appurtenances in sensitive environmental areas with high fish value, which may involve both temporary crossings and areas of work that must be delayed until the appropriate fish construction window in the summer;
 - e) Clearing and earthmoving activities adjacent to environmentally sensitive areas with high wildlife and bird nesting values;
 - f) Construction of a retaining wall within a deep ravine with sensitive environmental considerations and land access challenges;

- g) Work within private property, but on a statutory right-of-way secured by the RDN, near the wye portion of the Alberni / Victoria line junction; and
- h) Production of a gravel-surfaced trail that is accessible, meets the needs of pedestrian, cyclist and equestrian users, and performs well over time without the need for frequent maintenance.

2.0 BACKGROUND INFORMATION

- 2.1 The Owner has entered into an agreement with the owner of the E&N rail corridor, the ICF, to construct a multi-use pathway system on an alignment parallel to the existing rail tracks. An overview of the concept is outlined in the ICF rail trail design guidelines, a copy of which is available online at <http://www.rdn.bc.ca/cms.asp?wpID=3195>.
- 2.2 The Owner expects to have secured design stage approvals from various agencies by the end of 2015. These approvals must be in place before a formal construction tender can be let.
- 2.3 It is anticipated that the tendered project will be structured in two component pieces:
- a) Part A, the portion of the trail from Coombs to Church Road (approximately 4.4 km), and
 - b) Part B, the portion of the trail from Church Road up to the ICF-Springwood Park boundary by the proposed pedestrian crossing of the Victoria Line (approximately 2.3 km). Work within Springwood Park will be performed by the City of Parksville.
- 2.4 Funding for the entire project is currently under review.
- 2.5 The currently anticipated proposed RFQ and tender schedule is as follows:
- | | |
|---------------------------|---------------------|
| RFQ Closing Date | January 11, 2016 |
| Shortlist Determined | January 15, 2016 |
| Issue of Tender Documents | End of January 2016 |
| Closing of Tender | Mid-February 2016 |

3.0 PURPOSE AND INTENT

- 3.1 The purpose of this document is to obtain qualification information (the Submission) from interested Proponents that will be used by the Owner to short-list a group of Proponents that will then be invited to submit a Tender to construct one or both parts of the E&N Rail Trail project from Coombs to Parksville.
- 3.2 It is the intent of the Owner to prequalify a group of up to five (5) Proponents who have demonstrated they have the expertise, experience, and resources necessary to perform the work required. The Owner reserves the right to reject Proponents not meeting its requirements.
- 3.3 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. Proponents wishing to be considered for the Prequalification List **MUST** submit a Prequalification Package (Submission). Evaluation by the Owner and its appointed representatives will determine which Proponents will be invited to participate in the Tender, if conducted. The Owner is under no obligation to select any Proponent. The Owner's decision regarding Proponent selection and prequalification shall be final.
- 3.4 The Owner's intent is to notify successful candidates in writing that they have qualified for the shortlist. This notice will include an anticipated Tender release date, which is currently expected around the end of January 2016.

4.0 SUBMISSION CONTENT

- 4.1 All Proponents are encouraged to submit a clear and concise presentation of information. Proponents should not assume that information regarding a Proponent is known to the Owner unless it is specifically stated within the Submission.
- 4.2 To assist with the evaluation and comparison process, each Statement of Qualifications Submission should be arranged as follows, using the same titles and numbering system.
- **Title Page** showing RFQ number, closing date and time, Proponent's name, address, and contact information.
 - **Cover letter** introducing the Proponent and signed by an authorized signatory who has the corporate standing to represent the company and to enter into a legally binding agreement.
 - **Table of Contents**
 - **Section 1 -- Corporate Capacity and Experience** (2 pages maximum)
 - a) Description of company resources, employees, equipment, office support, etc.

- b) Listing of number of projects and dollar value undertaken in last two (2) years.
- c) Listing of up to five (5) relevant or comparable construction projects, similar in scope to this project that the Proponent has successfully undertaken in the last ten (10) years.
- d) Description of corporate environmental protection philosophy.
- e) Description of corporate safety program.
- f) Evidence of bonding and insurance coverage capability.
- **Section 2 -- Personnel** (2 pages maximum, not including resumes)
 - a) Name the project manager and superintendent, along with any other key personnel, who would be assigned to this project on a full time regular basis and their anticipated role.
 - b) Provide resumes noting experience on similar projects.
- **Section 3 -- Methodology** (2 pages minimum)
 - a) Describe an anticipated program to construct the works, including ways to address works within and adjacent to the environmentally sensitive areas during non-fish-window work periods.
 - b) Explain construction techniques and anticipated approaches to achieving access to difficult working areas, including the retaining wall at Romney Creek and the pathway along the wye section of the corridor.
 - c) Outline the proposed methods of traffic control along all provincial highways and road rights-of-way.
- **Section 4 -- Understanding of Permitting and Resident Sensitivities** (2 pages maximum)
 - a) Provide examples of projects that have been completed in environmentally sensitive areas.
 - b) Provide examples of projects that have been completed in or adjacent to high speed and volume traffic areas.
 - c) List projects where the ability to negotiate and work cooperatively with adjacent land-owners and residents was critical to project success.
- **Section 5 – References** (2 pages maximum)
 - a) Provide contact information for client representatives willing to provide references that the Proponent has successfully completed other projects of a similar size and nature.
 - b) Preference and emphasis will be placed on the use of references for projects completed in the mid-Vancouver Island area.

c) Confirmation that the Proponent is in good standing with Worksafe BC.

- **Qualifications Request Response Form**

a) A signed copy of the Qualifications Request Response Form included in **Appendix B** must accompany the Submission. By signing the Form, the Proponent confirms they have read and agree to the terms listed in this RFQ.

5.0 SUBMISSION PROCESS

5.1 Each Proponent should review the entire RFQ, including any and all subsequent correspondence prior to submitting a Submission. Any request for clarification of issues related to the RFQ must be transmitted to the Owner's representative identified in Section 7.0.

5.2 Addenda may be issued by the Owner's appointed representative. All such addenda shall become part of the RFQ and must be considered in the Submission. Interested Proponents should complete the Receipt Confirmation Form included in **Appendix C** and submit it as soon as possible to the Owner's appointed representative in order to ensure they receive all addenda issued.

5.3 Written clarification is the only means of varying, clarifying or otherwise changing any of the information contained in this RFQ. No oral explanations, interpretations, or clarifications of the RFQ document by any person whatsoever shall bind the Owner in any way in the interpretation of the RFQ.

5.4 Three (3) paper copies of the Submission, including one (1) unbound, clearly marked original, in a sealed package together with a digital copy bearing the name of the firm responding are to be submitted.

5.5 Submissions will be received by the Owner up to 3:00:00 p.m., local time, on January 11, 2016, at the location noted below. Late Submissions will be returned unopened.

Koers & Associates Engineering Ltd.
PO Box 790, 194 Memorial Ave
Parksville, BC V9P 2G8
Telephone: (250) 248-3151
Facsimile: (250) 248-5362

5.6 Proponents are responsible for allowing themselves enough time to ensure their Submissions are received completely prior to the posted closing date and time.

5.7 Changes to a Submission before the closing time will be accepted by facsimile or by hand delivery at the posted closing address. Changes shall clearly show which section of the

Submission is to be amended. The Owner will not be responsible for failure to receive any changes to Submissions.

- 5.8 No oral Submission or oral amendments to a Submission by the Proponent will be considered.
- 5.9 By submitting a response to this RFQ, the Proponent agrees to be solely responsible for any and all costs and expenses incurred by them in the preparation of a Submission and after Submission closing.
- 5.10 Submissions will not be publicly opened.

6.0 SUBMISSION EVALUATION

- 6.1 The Owner and its appointed representatives will evaluate the Submissions received and may at their discretion make a selection of Proponents deemed best qualified to undertake the work.
- 6.2 Submissions are being sought from Proponents that can demonstrate the following:
 - a) Experience with multi-use trail systems construction.
 - b) Experience with earthmoving projects in tight and confined working spaces.
 - c) Experience with working in existing railway corridors and in-depth knowledge of all required and applicable safe work practices and working protocols.
 - d) Experience working next to high-speed and high-volume provincial highways.
 - e) Successful performance on other similar projects, as verified by submitted references.
 - f) Capability, experience, and availability of supervisory staff assigned to the project.
 - g) Responsible and cooperative claims management and scope adjustment practices.
 - h) Credibility and thoroughness of established corporate programs pertaining to safety, quality control, public relations, environmental protection, traffic control and erosion control practices.
 - i) A corporate philosophy that promotes Best Management Practices to safeguard the environment.
 - j) A commitment to create, implement, maintain and safeguard a well thought out Environmental Management Plan with specific erosion and sedimentation control measures that are tailored to the needs of this project.

- k) Ability to follow working conditions of applicable government approval agencies, and with a track record of abiding by all required permit conditions.
 - l) Capability and experience level of any sub-contractors or advisors on the team.
- 6.3 The Owner reserves the right to terminate or amend this process at any time. Upon completing the evaluation of the Submissions, the Owner may select and shortlist up to five (5) of the highest ranked Proponents for the project and then choose to:
- a) Contact the Proponent for further explanation of their Submission, without any obligation to contact any other Proponent;
 - b) Request a presentation to a selection panel, without any obligation to contact any other Proponent;
 - c) Progress to a Tender Call for the work; and
 - d) Cancel the process and undertake a different process.
- 6.4 The Owner's evaluation of the Submission and assessment of the qualifications shall be final. Subsequent to the above evaluation, the Owner may, at its sole discretion, conduct concurrent presentations with Proponents that the Owner deems qualified.
- 6.5 The Owner reserves the right to, but shall not be obligated to advance previously non-shortlisted proponents should a shortlisted Proponent advise the Owner that they cannot commit or progress to the Tender Stage.
- 6.6 Only pre-qualified Proponents selected from this process will be invited and permitted to submit Tenders on this project. The Owner's decision regarding Proponent selection shall be based on the established criteria and shall be final.
- 6.7 This process shall not obligate the Owner to proceed with a tender process.
- 6.8 The Submissions will be evaluated on the following criteria:
- **Criteria 1 -- Respondent's Experience (30 points)**
 - a) Demonstrated relevant project team experience with projects similar in scope to this assignment, particularly the construction of multi-use trail construction projects in confined and difficult working corridors, and with ability to meet schedules with a minimum of claim related disputes as verified by references.
 - b) Experience and track record of working within rail corridors, including demonstrated ability to comply with all applicable federal and provincial guidelines regulating works within and adjacent to active railway systems.

- c) Experience and successful implementation of projects either in, or near high volume and high speed provincial highways, and the ability to manage traffic accordingly.
 - d) Ability to meet permit conditions imposed by the Ministry of Transportation and Infrastructure.
 - e) Demonstrated satisfactory financial resources including bonding capability and insurance coverage.
 - f) Ability to confirm capacity to complete work on schedule and budget, given current workload.
- **Criteria 2 -- Construction Methodology (20 points)**
 - a) Plan to manage work and schedule, including minimization of disruption to adjacent stakeholders.
 - b) Approach to gain entry into difficult to access portions of the proposed work area.
 - c) Proposed methods, and approaches to constructing the proposed retaining wall at the Romney Creek Crossing.
 - d) Plans for working within and around sensitive environmental areas, and methods utilized to enhance existing fish and wildlife habitat.
 - e) Process to manage works adjacent to drainage courses during periods that are outside of the fish construction window.
 - f) Process for managing traffic within and adjacent to the work area.
 - g) Proposed gravel supply sources, including finished surfacing materials.
- **Criteria 3 -- Proponent's Personnel (20 points)**
 - a) Suitable project management, and qualifications, of all proposed supervisory (office and field) staff assigned for the duration of the project.
 - b) Submission of suitable references from client representatives from other similar projects that the proponent has successfully completed in the last ten years.
- **Criteria 4 -- Team approach (15 points)**
 - a) Demonstrated ability to establish cooperative relationships with past clients, approving authorities, and consultants, including references from same.
 - b) Track record of participating in developing unique and well-thought out solutions to complex problems, and ability to suggest creative alternatives in difficult working conditions.
 - c) Identification of cost savings or risk reduction measures that could be applied to the project at hand.

- d) Ability to prepare and manage project Submissions and proven document control measures.
- e) History of cooperation with third-party approval agencies and regulatory jurisdictions.
- f) Ability to mitigate potential claim related disputes, and ability to apply appropriate cost-control measures and to work within an approved budget.

- **Criteria Five -- Safety and Environmental Management (15 points)**

- a) Documentation that the Proponent has developed and maintains suitable and site specific safety training and awareness programs, and that safety is a corporate priority.
- b) Examples of documents relating to effective Environmental Management Plans developed for other similar projects and the ability to create and implement appropriate solutions for this project.

6.9 The Submissions may be rejected based on the following:

- a) The Owner reserves the right to reject any or all Submissions. Submissions that are incomplete may be rejected.
- b) The Owner, at its sole discretion, reserves the right to waive any irregularity or insufficiency in any qualification Submission.
- c) The Owner may reject a Submission if:
 - After investigation and consideration, the Owner concludes that the Proponent is not fully qualified to do the work or may not be able to do the work and perform the Contract in a manner satisfactory to the Owner.
 - A Submission contains qualifying conditions or otherwise fails to conform to this RFQ.
 - A Submission is incomplete, is considered to be incomplete in accordance with this RFQ, is obscure or irregular, or has erasures or corrections that are not clear.
 - The Owner may, in its absolute discretion, reject a Submission submitted by a Proponent if the Proponent, or any officer or director of the Proponent is or has been engaged either directly or indirectly through another corporation in a legal action against the Owner, its elected or appointed officers and employees in relation to:
 - i. any other contract for works or services; or
 - ii. any matter arising from the Owner's exercise of its powers, duties, or functions under the *Local Government Act* or another enactment.

In determining whether to reject a Submission under this clause, the Owner will consider whether the litigation is likely to affect the Proponent's ability to work with the Owner, its consultants and representatives, or whether the Owner's experience with the Proponent indicates that the Owner is likely to incur increased staff and legal costs in the administration of this contract if it is awarded to the Proponent.

- The Owner 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 this RFQ or because a Proponent has not complied with the procedures set out in the RFQ provided that the Proponent substantially complies with the RFQ.
- The Owner may reject all Submissions if:
 - i. The Owner, on reasonable grounds, decides that it will not proceed with the project at all.
 - ii. Not enough Submissions are received.
- The Owner reserves the right to consider and to reject any Submission or all Submissions without notice to a Proponent or Proponents and without permitting a Proponent to provide additional information.
- In no event will the Owner be responsible for a Proponent's costs of preparing or submitting a Submission.
- No Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in the Submission process and, by participating, each Proponent shall be deemed to have agreed that it has no claim.

6.10 The schedule of award and tendering of the construction project is dependent on the approval process, and may be delayed or cancelled if permitting is delayed or withheld.

7.0 SUBMISSION ENQUIRIES

- 7.1 All queries in respect of Submissions shall be made in writing to the Owner's Representative Rob Hoffman P. Eng. at Koers & Associates Engineering Ltd. as follows.

Rob Hoffman, P.Eng. Project Manager
Koers & Associates Engineering Ltd.
PO Box 790, 194 Memorial Ave
Parksville, BC V9P 2G8
Telephone: (250) 248-3151
Fax: (250) 248-5362
Email: rhoffman@koers-eng.com

END OF SECTIONS

APPENDIX A

PRELIMINARY DESIGN DRAWING SET

Drawing Numbers 1424-01 through 1424-40, Rev 1, all dated September 2, 2015
(see RDN RFQ 1424 Rail Trail pt2.pdf for the drawing set)

APPENDIX B

Request for Qualifications E&N Rail Trail Coombs to Parksville (Alberni Line)

QUALIFICATIONS REQUEST RESPONSE FORM

THE UNDERSIGNED DOES HEREBY RESPOND to the Regional District of Nanaimo's Request for Qualifications in accordance with all the terms and conditions of the Request for Qualifications Package.

AND WE HEREBY AGREE:

- (i) That the Regional District of Nanaimo is in no way obligated to accept this Submission.
- (ii) That, should the Submission be improperly completed or be incomplete, the Regional District of Nanaimo shall have the right, but no obligation, to disqualify or reject this Submission.
- (iii) That the Proponent is solely responsible for any and all costs and expenses incurred by it in preparing and submitting its Submission, including all costs incurred by the Proponent after the Submission has been made.
- (iv) That the Regional District of Nanaimo and its appointed representatives are allowed to check and verify the information provided in the Submission. Reference checks will be kept confidential and will not be reviewed or discussed with Proponents.
- (v) That any Submission will not necessarily be accepted.

AND WE DO HEREBY ACKNOWLEDGE the Request for Qualifications is being made to allow the Regional District of Nanaimo and their appointed representatives to shortlist Proponents only for the purpose of being invited to tender on the future Regional District of Nanaimo E&N Rail Trail construction contract. The Regional District of Nanaimo will not award a contract based on the qualification package provided herein, and the Regional District of Nanaimo will only issue drawings and tender documents to Proponents that it deems are qualified to perform the works as per this Request for Qualifications.

This Response is executed at _____

on this _____ day of _____, 2016, and includes

Addenda _____ to _____.

Name of Firm:

Address:

SIGNED AND DELIVERED, this _____ day of _____, 2016

Signature

Print Name

APPENDIX C

**Request for Qualifications
E&N Rail Trail
Coombs to Parksville (Alberni Line)**

RECEIPT CONFIRMATION FORM

Closing date and time: 3:00:00 p.m., Local Time, January 11, 2016

To signify receipt of the RFQ Package and ensure receipt of any further information about the RFQ, please return this form to the Owner's Representative:

Rob Hoffman, P.Eng.
Project Manager
Koers & Associates Engineering Ltd.
194 Memorial Avenue, Parksville, BC, V9P 2G8
Fax: 250-248-5362
Email: rhoffman@koers-eng.com

COMPANY NAME: _____

STREET ADDRESS: _____

CITY/PROVINCE: _____

POSTAL CODE: _____

PHONE NUMBER: _____

FAX NUMBER: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

DATE: _____

PROPONENT NAME: _____

PROPONENT SIGNATURE: _____