



REQUEST FOR PRE-QUALIFICATION No. PS20180741 (the “RFPQ”)  
FIRE HALL 17 CONSTRUCTION CONTRACTOR PRE-QUALIFICATION

REQUEST FOR PRE-QUALIFICATION WILL NOT BE PUBLICLY OPENED.

NOTES:

1. A Response should be submitted by email to [bids@vancouver.ca](mailto:bids@vancouver.ca) prior to **11:59 pm on May 31, 2018** (the “Closing Time”).
2. Each Response must be marked with the vendor’s name and the RFPQ title and number.
3. “Vancouver Time” will be conclusively deemed to be time in the City of Vancouver, as indicated in the electronic timestamp the Proposal receives upon delivery to the email address specified herein, which is in turn synchronized to Network Time Protocol (NTP) provided by the National Research Council of Canada adjusted to local Pacific Time Zone.
4. DO NOT SUBMIT RESPONSES BY FAX.
5. All queries related to this RFPQ should be submitted in writing to the attention of:

**Donabella Bersabal**

Contracting Specialist

Email: [donabella.bersabal@vancouver.ca](mailto:donabella.bersabal@vancouver.ca)

(the “Contact Person”)

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**SECTION 1 GENERAL INFORMATION**

**1.1 Introduction**

The City of Vancouver (the “City”) is inviting interested groups or teams to submit responses to this Request for Pre-Qualification (“RFPQ”) indicating their interest and presenting their qualifications for the construction of a new fire hall.

**1.2 Background**

The existing Fire Hall 17 located at 7070 Knight Street in Vancouver was constructed in 1954 and no longer adequately meets current structural and operational needs of Vancouver Fire and Rescue Services. A temporary fire hall has been put in place to house operations pending demolition of the old fire hall (by others) and construction of the improved fire hall.

**1.3 Scope of Work**

Based on the outcome of this RFPQ, a number of vendors will be shortlisted and invited to respond to an Invitation to Tender (“ITT”) for the construction of the new Fire Hall 17.

**1.4 Key Dates**

Respondents should take note of the following dates:

Event	Time and Date
Deadline for Enquiries	May 25, 2018
Closing	May 31, 2018
Notice of Shortlisting	June 28, 2018
Invitation to Tender issuance	July 11, 2018

All references to time in the RFPQ are references to the time in the City of Vancouver, as shown on Note 3 above.

**1.5 Sustainability**

1.5.1 The City’s Procurement Policy, Ethical Purchasing Policy and related Supplier Code of Conduct found at <http://vancouver.ca/doing-business/selling-to-and-buying-from-the-city.aspx> align the City’s approach to procurement with its corporate social, environmental and economic sustainability values and goals. They evidence the City’s commitment to maximize benefits to the environment through product and service selection, and to ensure safe and healthy workplaces, where human and civil rights are respected. Each City vendor is expected to adhere to the supplier performance standards set forth in the Supplier Code of Conduct. The Ethical Purchasing Policy shall be referred to in the evaluation of Response, to the extent applicable.

1.5.2 Vendors are to provide environmentally sensitive products or services wherever possible. Where there is a requirement that a vendor supply materials, and where such materials may cause adverse environmental effects, the vendor should indicate the nature of the hazard(s) in its Response. Furthermore, each vendor is asked to advise

the City of any known alternatives or substitutes for such materials that would mitigate such adverse effects.

- 1.5.3 See also Schedule 1 Description of Requirements for project-specific sustainability requirements.

**1.6 RFPQ Process**

- 1.6.1 Interested parties (“**Respondents**”) are required to respond to this RFPQ in accordance with the instructions set forth in this RFPQ.

- 1.6.2 Responses are being requested in order to afford the City of Vancouver the opportunity to gauge such responses and evaluate Respondents’ expertise, so that the City may then conduct a more formal procurement process, tailored (as determined in the City’s discretion) to the responses received and limited, should the City so determine, to all or some of the RFPQ Respondents. The City currently anticipates that it will carry out an invitation to Tender and that the same will be released to multiple qualified Respondents during the period stated in Schedule 1 – Description of Requirements.

- 1.6.3 Notwithstanding the foregoing, the City may, as a result of the RFPQ, decide to proceed directly to negotiate a contract with an outstanding Respondent (or the sole qualified Respondent, if there is only one).

- 1.6.4 The RFPQ process is aimed at encouraging businesses with the required level of expertise to participate. Respondents should ensure that their Responses demonstrate expertise in concrete construction, construction of LEED Gold certified buildings, and construction projects within the City of Vancouver. Ideally, the successful Respondent will have construction personnel on the project team with experience working on completed certified Passive House projects. The selected Respondent will be required to construct the project to the Passive House standard and to achieve certification, as governed by the Passive House Institute (PHI). Respondents are required to either have, or commit to providing Passive House staff training within 3 months of project award as outlined in the Mandatory Requirements section.

- 1.6.5 Any potential Respondent is requested to refrain from submitting a Response if it is not willing to submit bona fide proposal or tender in relation to the subject matter of the RFPQ if the City invites the Respondent to participate in an Invitation to Tender.

- 1.6.6 If a potential Respondent believes that the City may be unable to select it due to a conflict of interest, but is uncertain about this, the potential Respondent is urged to contact the individual named on the cover page above as soon as possible with the relevant information so that the City may advise the vendor regarding the matter.

**1.7 RFPQ Documents**

- 1.7.1 This RFPQ consists of:

- (a) the cover page hereof and sections 1 through 6 hereof; and
- (b) schedules as follows:
  - i. Schedule 1 – Description of Requirements;
  - ii. Schedule 2 – Letter of Response;
  - iii. Schedule 3 – Format for Response; and

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- iv. Schedule 4 – Certificate of Existing Insurance
- v. Schedule 5 – Declaration of Supplier Code of Conduct Compliance
- vi. Schedule 6 - Vendor Leadership Sustainability Questionnaire
- vii. Schedule 7 - CCDC-11 Contractor’s Qualification Statement

(collectively, the “RFPQ Documents”)

- 1.7.2 If the City of Vancouver issues any amendments or addenda to the RFPQ Documents, such amendments or addenda will form part of the RFPQ Documents. It is the sole responsibility of all Respondents to check the City’s website at: <http://www.vancouver.ca/fs/bid/bidopp/openbid.htm> regularly for amendments or addenda to the RFPQ Documents, including questions and answers posted by the City in relation to this RFPQ.

## **SECTION 2 QUALIFICATION CRITERIA**

### **2.1 General**

The City currently expects to base its decision with respect to each Respondent’s qualification (or not) to participate in an Invitation to Tender on (i) whether the statement of qualifications submitted by the Respondent as part of its Response (its “**Statement of Qualifications**”) has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFPQ Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements.

### **2.2 Key Personnel and Subcontractors**

- 2.2.1 As part of its Statement of Qualifications, a Respondent should submit the names of proposed key personnel and subcontractors.
- 2.2.2 Qualification to participate in an Invitation to Tender may be conditioned on the use of the key personnel and subcontractors specified in a Statement of Qualifications, or other personnel or subcontractors approved in advance by the City.
- 2.2.3 A Respondent should therefore not change its key personnel or subcontractors without discussing the same with the City.

## **SECTION 3 COMMUNICATIONS**

Respondents may not communicate with the City about the RFPQ except in writing by email to the contact person listed on the cover page of this RFPQ.

## **SECTION 4 SUBMISSION OF RESPONSE**

### **4.1 Delivery**

Each Respondent should submit a single electronic copy of its entire Response by email to [bid@vancouver.ca](mailto:bid@vancouver.ca). It is each Respondent’s sole responsibility to ensure delivery of its Response by the Closing Time. All submissions should be made at the Respondent’s sole cost and expense.

#### 4.2 Late Response

The City of Vancouver may, in its discretion, accept, or reject and return, any Response received after the Closing Time.

#### 4.3 Form of Response

Each Response must consist of a letter in the form set forth in Schedule 2 together with a Statement of Qualifications in the format set forth in Schedule 3, an insurance certificate in the form set forth as Schedule 4, Declaration of Supplier Code of Conduct compliance in the form of Schedule 5, completed Vendor Leadership Sustainability Questionnaire in the form of Schedule 6 and Form CCDC-11 Contractor's Qualification Statement in Schedule 7.

#### 4.4 Lack of Information

Following receipt of a Response, the City of Vancouver may, in its sole discretion and without having any duty or obligation to do so, request that the Respondent provide the City of Vancouver with additional information to clarify or substantiate the information provided by the Respondent. If a Respondent fails to provide information required for the City's evaluation of the Respondent's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in no further consideration being given to the Response.

#### 4.5 Material Changes

Respondents should inform the City of Vancouver of any material change in information that might affect their qualification status at any time during the RFPQ process. Participants in an invitation to tender will be required to update key qualification information at the time of tender submission. Prior to the entry into any agreement for goods or services, a successful vendor will be required to confirm its continued status.

### SECTION 5 REVIEW OF RESPONSE

#### 5.1 Evaluation by the City of Vancouver

The City will review the Response submitted to determine whether, in the City's opinion, each Respondent has demonstrated that it has the required experience and qualifications in order for it to advance in the City's procurement process. In doing so, the City currently expects to base its decision with respect to each Respondent on (i) whether the Statement of qualifications submitted by the Respondent has met, and whether such Statement of Qualifications shows that the Respondent has met, the requirements set out in the RFPQ Documents and (ii) the evaluation criteria set out in Schedule 1 – Description of Requirements. The City currently expects to select a number of Respondents (“Pre-Qualified Respondents”); provided that:

- 5.1.1 the determination of which Respondents are designated as Pre-Qualified Respondents will be at the sole discretion of the City; and
- 5.1.2 the City reserves the right to limit the number of Respondents designated as Pre-Qualified Respondents.

#### 5.2 Inquiries

The City, in its sole discretion and without having any duty or obligation to do so, may conduct any inquiries or investigations, including but not limited to contacting references, to verify the

statements, documents, and information submitted in connection with a Response and may seek clarification from a Respondent's bankers and clients regarding any financial and experience issues.

**5.3 Non-Conforming Response**

Response which fail to conform to the format requirements set forth in Schedule 3 hereto or which fail to conform to any other requirement of these RFPQ Documents may be rejected by the City of Vancouver, in its discretion. Notwithstanding the foregoing or any other provision of these RFPQ Documents, the City may at its sole discretion elect to retain for consideration Response which deviate either materially or non-materially from the format requirements set out in Schedule 3 hereto or which otherwise fail to conform to any other requirement of these RFPQ Documents.

**SECTION 6 NOTIFICATION AND ITT PROCESS**

**6.1 Notification of Pre-qualification**

Following the Closing Time, the City of Vancouver will only notify those Respondents which are selected as Pre-Qualified Respondents (or with which the City proposes to proceed to negotiate an agreement). The City of Vancouver thanks all other Respondents for their interest.

**6.2 Changes after Pre-qualification**

Any change in the structure or formation of a Pre-Qualified Respondent will be subject to prior written approval of the City prior to the deadline for submission of proposals or tenders. The City may deny that approval if the change in the structure or formation of the Pre-Qualified Respondent, from that presented in the Response, would have affected whether or not the Respondent would have been short-listed in the first instance.

**6.3 The City of Vancouver Rights**

6.3.1 The City may, without liability to any Respondent or Pre-Qualified Respondent, may:

- (a) amend the scope and description of the goods and services to be procured under the RFPQ or any subsequent invitation to tender process, varying them from those described herein, or amend the qualifications that may be required to meet those requirements;
- (b) reject or accept any or all Response;
- (c) cancel the RFPQ process and reject all Response;
- (d) cancel the RFPQ process and commence a new process in respect of the same invitation to tender with the same or an amended set of documents, information or requirements;
- (e) request that any Respondent provide additional information, clarifications or goods samples or demonstrations, without requesting the same from all Respondents; or
- (f) terminate the RFPQ process and enter into direct negotiations with any party whether or not a Respondent.

6.3.2 By submitting a Response, a Respondent acknowledges and agrees that these RFPQ Documents are, in no way whatsoever, an offer to enter into an agreement (except on

the limited terms and conditions expressly stated in Schedule 2), and that submission of a Response by a Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other Respondent's Response in any particular manner or undertake the City's RFPQ process in any particular manner (except as expressly stated in Schedule 2 with respect to confidentiality).

- 6.3.3 The form of letter set forth in Schedule 2 also contains a release of the City's liability and other important terms and conditions that should be reviewed carefully by each Respondent, and each Respondent should obtain the advice of independent legal counsel in connection therewith.

**6.4 Information Disclaimer**

6.4.1 The City makes no representation, warranty or undertaking with respect to these RFPQ Documents and the City and its directors, officers, employees, agents, consultants and advisors will not be liable or responsible for the accuracy or completeness of the information in these RFPQ Documents or for any other written or oral information made available to any interested person or its advisors, and any similar such liability however arising, is expressly disclaimed by the City.

6.4.2 Each Respondent should conduct its own independent investigations of all relevant matters and must not rely on the City in such regard. The information contained in the RFPQ Documents is provisional and is expected to be superseded by information in an invitation to tender and other documents.

**SECTION 7 CONFLICTS/COLLUSION/LOBBYING**

**7.1 Conflicts of Interest Generally**

Each Respondent must disclose whether any officer, director, shareholder, partner, employee or contractor of the Respondent or of any of its proposed subcontractors, or any other person related to the Respondent's or any proposed subcontractor's organization (a "person having an interest") or any spouse, business associate, friend or relative of a person having an interest is:

- (a) an elected official or employee of the City; or
- (b) related to or has any business or family relationship with an elected official or employee of the City,

in each case such that there could be any conflict of interest or an appearance of a conflict of interest in the evaluation or consideration of the Respondent's Response by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFPQ in light of the particular matter.

**7.2 Former City Employees**

Each Respondent must disclose whether any person having an interest (as defined above) is a former official, former employee or former contractor of the City who has non-public information relevant to the RFPQ obtained during his or her employment or engagement by the City. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFPQ in light of the particular matter.

**7.3 Other Clients**

Each Respondent must disclose whether the Respondent or any of its proposed subcontractors is currently engaged in supplying (or is proposing to supply) goods or services to a third party such that entering into an agreement with the City in relation to the subject matter of the RFPQ would create a conflict of interest or the appearance of a conflict of interest between the Respondent's duties to the City and the Respondent's or its subcontractors' duties to such third party. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFPQ in light of the particular matter.

**7.4 Collusion**

Each Respondent is required to disclose whether the Respondent is competing for purposes of the RFPQ with any entity with which it is legally or financially associated or affiliated. Each Respondent must also disclose whether it is cooperating in any manner in relation to the RFPQ with any other Respondent responding to the RFPQ. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFPQ in light of the particular matter.

**7.5 Lobbying**

Each Respondent is required to disclose whether it or any officer, director, shareholder, partner, employee or agent of the Respondent or any of its proposed subcontractors: (1) is registered as a lobbyist under any lobbyist legislation in any jurisdiction in Canada or in the United States of America; or (2) has engaged in any form of political or other lobbying whatsoever with respect to the RFPQ or sought, other than through the submission of its Response, to influence the outcome of the RFPQ process. The City will evaluate each matter disclosed to determine whether and to what extent the Respondent can be given consideration in the RFPQ in light of the particular matter.

## SCHEDULE 1 – DESCRIPTION OF REQUIREMENTS

### A. Background

The City plans to redevelop Fire Hall No. 17 located at 7070 Knight Street. The existing building was constructed in 1954 and no longer adequately meets current structural, operational and space needs. The replacement fire hall will have three levels above ground and one level of partial basement, four apparatus bays and full size hose tower. It will be of non-combustible construction and built to a post-disaster structural standard. It will include accommodation for a two-crew operation and provisions for use of the building and grounds for training, as well as an IT and communications hub. It will also include on-grade parking for 6 vehicles as well as a genset, garbage/recycling area and fueling provisions. The overall gross floor area is approximately 2014 m<sup>2</sup>. The City seeks responses from contractors who have experience in similar building types, construction of LEED Gold certified buildings, and construction projects within the City of Vancouver. The selected contractor will be required to construct the project to the Passive House standard and to achieve certification, as governed by the Passive House Institute (PHI). Passive House is a performance-based building standard that relies on an extremely high performance envelope to provide dramatic reductions in both heating and cooling demand. This is achieved through a carefully planned strategy incorporating superinsulation, high performance (triple glazed) windows and doors, exemplary airtightness, heat recovery ventilation and elimination of thermal bridging.

The Respondent is required to either have, or commit to providing Passive House staff training within 3 months of project award as outlined in Mandatory Requirements section. Ideally, the successful Respondent will have construction personnel on the project team with experience working on completed certified Passive House projects.

Sustainability is an important goal of the City of Vancouver for this project as it will be designed and built to be certified as LEED™ Gold (v4) and Passive House, and to achieve Net Zero Carbon and Net Zero Energy performance.

Construction of a temporary fire hall located at the rear of the site is underway and is to be completed in June 2018. “Green Demolition” of the existing fire hall will be completed in summer 2018 by a separate contractor.

### B. Project Description

The site is located at the corner of Knight Street and 55<sup>th</sup> Avenue, and is bounded by roads on 3 sides, with Knight Street to the West, 55<sup>th</sup> Avenue to the South, Lanark Street to the East and a lane to the North. Site area is 2215 m<sup>2</sup> and site coverage 980 m<sup>2</sup>. The building requires a zero-lot-line condition at the North and South property lines to accommodate all program spaces that have to be on the ground floor as well as the super-insulated exterior wall assemblies required for Passive House performance. The temporary fire hall will remain at the rear of the site to the end of construction of the new fire hall building in order to provide continuous service in the area. Completion of construction will be phased to allow occupancy of the new fire hall building so the temporary facility can be removed from the site and subsequently remaining training storage and garbage enclosure spaces and work in the back yard can be completed. In order to fulfill the power requirements of the new fire hall, the project includes 3-phase power to be brought to the site from existing lines along 57<sup>th</sup> Avenue. This will require the addition of a new Pad Mounted Transformer which will be located at the South-East corner of the site.

The building has 3 main components:

- Apparatus Bays: 4 drive-through bays are being provided, allowing trucks direct access out onto Knight Street, with returning access from Lanark Street through the training yard. Turn-out gear room, gear washing room, decontamination room, mechanical and communication room, electrical room and storage rooms are all located on various levels within the apparatus bay area.
- Tower: Dual purpose full-height hose drying/training tower.
- Fire Hall Administration and Accommodation: This component including offices, training/community room on main level, kitchen/dining area with access to outdoor patio and day room on the second level and fitness room, dormitories for 8 fire fighters and 3 officers, washrooms, laundry room, and additional mechanical spaces on the third level.

Construction of the building will include but not be limited to concrete slabs on grade, suspended concrete slab, insulated concrete floor, CIP concrete walls, concrete block, structural brick, brick veneer, steel and steel stud construction, metal siding and triple glazed windows.

The new fire hall's design is leading edge in terms of operational energy efficiency by optimizing envelope efficiency, form, orientation, glazing and shading and use of a closed-loop geoexchange system. It relies on low GHG emission electricity and includes the generation of renewable energy with the installation of solar photovoltaic panels on the roof of the building, in order to produce as much on-site renewable energy as the building consumes during the year (excluding process loads). In order to achieve the site's zero energy goals and as part of the LEED Gold (v4) certification, the City is targeting a credit for Enhanced and Monitoring Based Commissioning of integrated systems using monitoring functions which allow facility operators to understand the site's energy generation and consumption levels and optimize these as necessary.

**C. Evaluation Criteria (use headings below to structure your Response to Schedule 3, 5(d) in the submitted Statement of Qualifications)**

Statements of Qualifications will be evaluated on the qualifications, relevant corporate experience and capability of the Respondent as outlined below. Respondents are requested to reference specific projects or sections of their CCDC-11 Contractor's Qualification Statement (attached as Schedule 7) to demonstrate compliance with the requirements wherever possible, rather than submitting material which duplicates that content.

**1. Mandatory Experience:**

To be eligible to submit, Respondents must have recent experience (preferably within the last 5 years) in construction of the following:

- i. Facilities of similar scale and complexity;
- ii. LEED™ Gold certified buildings;
- iii. Projects constructed within the municipality of City of Vancouver; and
- iv. Projects delivered on schedule and on budget.
- v. Ideally, Respondents will have construction personnel on the project team with experience working on completed certified Passive House projects. Respondents are required to either have, or commit to providing the following staff training requirements within 3 months of project award:

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- a) Tradesperson Training: A minimum of two construction personnel (one of which must be the appointed superintendent) complete the BCIT 'CESA 1500 – Passive House Tradesperson Course: Building Envelope Specialisation' (5 day course duration), or an equivalent course.
  - (b) Project Manager Training: The proponents nominated Project Manager complete the Passive House course '120A: Passive House Design and Construction' (4 day course duration).
2. Preferred Experience:
- In addition to the mandatory experience, Respondents may be able to demonstrate construction experience in the following:
- i. Fire Hall projects;
  - ii. Projects for municipal clients; and
  - iii. Passive House, Net Zero, and/or other leading edge energy reduction projects.
3. Proven track record substantiated by recent (last 5 years) and relevant client references for the Respondent;
4. Current workload capacity of the Respondent;
5. Key Personnel:
- i. Respondent's listing of key personnel and sub-contractors to be included in the project team including qualifications and relevant experience; and
  - ii. Respondent's demonstration of sufficient qualified staff to act as back-up in case of unexpected absence of key personnel.
6. Approach and Methodology:
- i. A brief outline of the Respondent's approach to this project and to risk, schedule, cost and quality control as applied to the project. Discuss Passive House aspects including quality audit/control methods, selection of qualified subcontractors, coordination of subs on site, and any other aspects as you see significant.
  - ii. A brief outline of the Respondent's approach to overcome any specific challenges this project may pose in today's market, including scheduling, securing in-demand elements, and qualified trades.
  - iii. Innovative ideas relating to the execution of this project, including any suggestions the proponent may have for the City to ensure the most successful second stage (ITT) procurement, and/or any suggestions to maximise constructability.
7. Financial capability;
8. History of any litigation or claims made against the Respondent, or made by the Respondent against the City, during the three (3) years previous to the Closing Time; and
9. Ability to meet insurance and bonding requirements (requires a letter from a bonding company confirming the Respondent's bonding capability).

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Note: The above evaluation criteria may not necessarily be listed in order of importance and will not necessarily be weighted equally.

**D. ITT Succeeding the RFPQ**

Should the City proceed in issuing a tender, the ITT will serve as the second phase of the selection process and will focus on the construction proposal and its relative costs. A number of Respondents will be shortlisted as a result of the RFPQ process.

**SCHEDULE 2 – LETTER OF RESPONSE**

*[Letterhead paper of the Respondent or participant responsible for a joint venture, including full postal address, telephone and facsimile.]*

Date: *[Insert]*

TO: THE CITY OF VANCOUVER (the “City”)

RE: RESPONSE FOR REQUEST FOR PRE-QUALIFICATION No. [INSERT] (the “RFPQ”) IN RESPECT OF THE FIRE HALL 17 CONSTRUCTION.

1. Being duly authorized to represent and act on behalf of *[Insert full corporate name and if a joint venture, then state “on behalf of...” and list the full corporate names of the companies forming the joint venture]*, the undersigned hereby submits the attached Statement of Qualifications and supporting materials on behalf thereof.
2. Herein, the term “Respondent” refers to *[insert full corporate name and if a joint venture, then state “...refers to each of” and list the full corporate names of the companies forming the joint venture]*.
3. The City and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this Response, and to seek clarification from the Respondent’s bankers and clients regarding any financial and experience issues, and to do all other things stated in the RFPQ.
4. Capitalized terms used herein have the definitions ascribed thereto in the RFPQ.
5. The City its representatives may contact the following persons for further information:  
  
*[Insert information.]*
6. This Response is made with the full understanding and agreement that:
  - (a) any information submitted during qualification may be subject to verification by the City of Vancouver, including during evaluation of any subsequent proposal or tender;
  - (b) the Respondent will (and does hereby undertake to) submit a bona fide proposal or tender in relation to the subject matter of the RFPQ (and consistent with this Response) if the City invites the Respondent to participate in a request for proposals or invitation to tender;
  - (c) the City of Vancouver may:
    - (i) amend the scope and description of the goods and services to be procured under the RFPQ or any subsequent invitation to tender process, varying them from those described in the RFPQ, or amend the qualifications that may be required to meet the City’s requirements;
    - (ii) reject or accept any or all Response;
    - (iii) cancel the RFPQ process and reject all Response;

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- (iv) cancel the RFPQ process and commence a new process in respect of the same invitation to tender with the same or an amended set of documents, information or requirements;
  - (v) request any respondent to provide additional information or clarification or goods samples or demonstrations without requesting such information from all respondents; or
  - (vi) terminate the RFPQ process and enter into direct negotiations with any party whether or not a respondent; and
- (d) the City of Vancouver will not be liable in any way whatsoever for any actions described under 4(c) of this letter.
7. The Respondent acknowledges and agrees that the RFPQ Documents are, in no way whatsoever, an offer to enter into an agreement except on the limited terms and conditions expressly stated in this letter, and submission of this Response by the Respondent does not in any way whatsoever create any obligation on the part of the City to treat the Respondent's or any other respondent's Response in any particular manner or undertake the City's RFPQ process in any particular manner (except as expressly stated below in this letter with respect to confidentiality).
8. The Respondent acknowledges and agrees to the information disclaimers and other terms and conditions set forth in the RFPQ.
9. Except only and to the extent that the City is in breach of Section 10 of this letter, the Respondent now releases the City, its officials, its agents and its employees from all liability for any costs, damages or losses incurred in connection with the RFPQ, including any cost, damages or losses in connection with:
- (a) any alleged (or judicially determined) breach by the City or its officials, agents or employees any obligation or duty under the RFPQ;
  - (b) any unintentional tort of the City or its officials or employees occurring in the course of conducting the RFPQ; or
  - (c) the manner in which the City: reviews, considers, evaluates or negotiates any Response; addresses or fails to address any Response; or resolves to enter into any contract or not enter into any contract.
10. Subject to the applicable provisions of the *Freedom of Information and Protection of Privacy Act* (British Columbia) and the City's right to publicly disclose information about or from any Response, including without limitation names and prices, in the course of publicly reporting to the Vancouver City Council about the RFPQ, the City will treat the Response (and the City's evaluation of it), in confidence in substantially the same manner as it treats its own confidential material and information.
11. The Respondent acknowledges receipt of the following amendments and addenda (if applicable);
- |                                   |                  |
|-----------------------------------|------------------|
| Amendment/Addendum No. [Complete] | Date: [Complete] |
| Amendment/Addendum No. [Complete] | Date: [Complete] |
| Amendment/Addendum No. [Complete] | Date: [Complete] |

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12. Any dispute relating to the RFPQ (except to the extent that the City breaches Section 10 above) will be resolved by arbitration in accordance with the *Commercial Arbitration Act* (British Columbia), amended as follows:
- (a) The arbitrator will be selected by the City's Director of Legal Services;
  - (b) Section 9 of this letter, and the other provisions hereof, will apply; and
  - (c) The Respondent will bear all costs of the arbitration.
13. The Respondent (a) has read, understands and agrees to the terms and conditions in this letter, (b) has had an opportunity to seek legal counsel and (c) affirms that the statements made in its Response are true and correct in every detail.

Respondent Name(s): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Signatory: \_\_\_\_\_

Title of Signatory: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Cheque Payable/Remit to Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Key Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

GST Registration No.: \_\_\_\_\_ Date and Jurisdiction of Incorporation: \_\_\_\_\_

City of Vancouver  
Business License No.  
(or, if available, Metro  
West Inter-Municipal  
Business License No.): \_\_\_\_\_ WorkSafeBC Registration No.: \_\_\_\_\_

**SCHEDULE 3 – FORMAT FOR RESPONSE**

The Response submitted by Respondents should consist of:

1. a completed and duly executed Letter of Response (the foregoing Schedule 2);
2. a completed and duly executed insurance certificate (the following Schedule 4);
3. a completed and duly executed declaration of Supplier Code of Conduct Compliance and Vendor Leadership Sustainability questionnaire (the following schedules 5 and 6);
4. a completed and duly executed CCDC-11 Contractor's Qualification Statement (the following Schedule 7); and
5. a Statement of Qualifications, consisting of and arranged as follows:

(a) **Title Page (1 page)**

The title page should identify the RFPQ number identified on the cover page of this RFPQ, the Closing Time, and the Respondent's legal name, legal address, company URL, telephone number and key contact person and email address.

(b) **Table of Contents / Index**

(c) **Corporate Capability and History:**

- Describe the type of entity (for example, individual, corporation, partnership, sole proprietorship) and if a joint venture, clearly state this and state who the joint venture parties are and identify who is acting as the lead and entity size.
- Describe the Respondent's capability (financial, experience and workload capacity) to undertake the role of Prime Contractor.
- Provide a letter from a bonding company confirming the Respondent's bonding capability per Schedule 1 Section E.9.
- Provide a history of litigation or claims made against the Respondent during the three (3) years immediately prior to the Closing Time.

(d) **Qualifications, relevant corporate experience and capability of the Respondent:**

Provide content and organize according to the headings listed in Schedule 1 Section C of this RFPQ.

**SCHEDULE 4 - CERTIFICATE OF EXISTING INSURANCE**

Please use attached Certificate of Existing Insurance.



CERTIFICATE OF EXISTING INSURANCE
TO BE COMPLETED AND APPENDED TO THE PROPOSAL/TENDER

Section 2 through 8 – to be completed and executed by the Insurer or its Authorized Representative

1. THIS CERTIFICATE IS ISSUED TO: City of Vancouver, 453 W 12th Avenue, Vancouver, BC, V5Y 1V4
and certifies that the insurance policy (policies) as listed herein has/have been issued to the Named Insured and is/are in full force and effect.

2. NAMED INSURED (must be the same name as the proponent/bidder and is either an individual or a legally incorporated company)

BUSINESS TRADE NAME or DOING BUSINESS AS

BUSINESS ADDRESS

DESCRIPTION OF OPERATION

3. PROPERTY INSURANCE (All Risks Coverage including Earthquake and Flood)

INSURER Insured Values (Replacement Cost) -
TYPE OF COVERAGE Building and Tenants' Improvements \$
POLICY NUMBER Contents and Equipment \$
POLICY PERIOD From to Deductible Per Loss \$

4. COMMERCIAL GENERAL LIABILITY INSURANCE (Occurrence Form)

Including the following extensions:
Personal Injury
Property Damage including Loss of Use
Products and Completed Operations
Cross Liability or Severability of Interest
Employees as Additional Insureds
Blanket Contractual Liability
Non-Owned Auto Liability
INSURER
POLICY NUMBER
POLICY PERIOD From to
Limits of Liability (Bodily Injury and Property Damage Inclusive) -
Per Occurrence
Aggregate
All Risk Tenants' Legal Liability
Deductible Per Occurrence

5. AUTOMOBILE LIABILITY INSURANCE for operation of owned and/or leased vehicles

INSURER Limits of Liability -
POLICY NUMBER Combined Single Limit \$
POLICY PERIOD From to If vehicles are insured by ICBC, complete and provide Form APV-47.

6. UMBRELLA OR EXCESS LIABILITY INSURANCE Limits of Liability (Bodily Injury and Property Damage Inclusive) -

INSURER Per Occurrence \$
POLICY NUMBER Aggregate \$
POLICY PERIOD From to Self-Insured Retention \$

7. PROFESSIONAL LIABILITY INSURANCE

INSURER Limits of Liability
POLICY NUMBER Per Occurrence/Claim \$
POLICY PERIOD From to Aggregate \$
Deductible Per Occurrence/Claim \$

If the policy is in a "CLAIMS MADE" form, please specify the applicable Retroactive Date:

8. OTHER INSURANCE

TYPE OF INSURANCE Limits of Liability
INSURER Per Occurrence \$
POLICY NUMBER Aggregate \$
POLICY PERIOD From to Deductible Per Loss \$
TYPE OF INSURANCE Limits of Liability
INSURER Per Occurrence \$
POLICY NUMBER Aggregate \$
POLICY PERIOD From to Deductible Per Loss \$

SIGNED BY THE INSURER OR ITS AUTHORIZED REPRESENTATIVE

PRINT NAME OF INSURER OR ITS AUTHORIZED REPRESENTATIVE, ADDRESS AND PHONE NUMBER Dated

**SCHEDULE 5 - DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

**DECLARATION OF SUPPLIER CODE OF CONDUCT COMPLIANCE**

Purpose: All proposed suppliers are to complete and submit this form to certify compliance with the supplier performance standards set out in the Supplier Code of Conduct.

The City of Vancouver expects each supplier of goods and services to the City to comply with the supplier performance standards set out in the City's Supplier Code of Conduct (SCC) <[http://vancouver.ca/policy\\_pdf/AF01401P1.pdf](http://vancouver.ca/policy_pdf/AF01401P1.pdf)>. The SCC defines minimum labour and environmental standards for City suppliers and their subcontractors.

Suppliers are expected to comply with the aforementioned standards upon submitting a tender, proposal, application, Response or quotation to the City, or have a plan in place to comply within a specific period of time. The City reserves the right to determine an appropriate timeframe in which suppliers must come into compliance with these standards. To give effect to these requirements, an authorized signatory of each proposed vendor must complete the following declaration and include this declaration with its submission:

As an authorized signatory of \_\_\_\_\_ (*vendor name*), I declare that I have reviewed the SCC and to the best of my knowledge, \_\_\_\_\_ (*vendor name*) and its proposed subcontractors have not been and are not currently in violation of the SCC or convicted of an offence under national and other applicable laws referred to in the SCC, other than as noted in the table below (*include all violations/convictions that have occurred in the past three years as well as plans for corrective action*).

Section of SCC / title of law	Date of violation /conviction	Description of violation / conviction	Regulatory / adjudication body and document file number	Corrective action plan

I understand that a false declaration and/or lack of a corrective action plan may result in no further consideration being given to the submission of \_\_\_\_\_ (*vendor name*).

Signature: \_\_\_\_\_

Name and Title: \_\_\_\_\_

**SCHEDULE 6 - VENDOR LEADERSHIP SUSTAINABILITY QUESTIONNAIRE**

As part of the City’s Corporate Procurement Policy and related Supplier Code of Conduct, all City vendors must meet minimum requirements related to ethical, social and environmental standards.

Beyond these basic requirements, the City would like to recognize vendors that are demonstrating leadership and innovation in sustainability. In order to be able to do so, the City requires that Respondents answer the following questions. The answers provided will be evaluated as part of the Proposal evaluation described in Section 8.0 of Part A.

Please keep in mind that these questions relate to your company’s internal operations and overall sustainability leadership.

The City may request that the Respondent provide additional information to support any of the responses provided.

If additional space is required, the Respondent may attach its response(s) to this Annex and reference the relevant question and section number.

**For all questions where the answer is ‘Yes’ and additional information is requested, if this information is not included in the proposal, the answer may not be evaluated.**

**For all questions where there is a word limit, responses are to be kept within this word limit. Information in excess of the word limit may not be evaluated.**

Questionnaire Structure

Section 1: Environmental Impact	Environmental or Sustainability Policy Reducing greenhouse gas (GHG) emissions Reducing waste Sustainable purchasing
Section 2: Social Impact	Living wage employer Workplace development programs Supporting social enterprises Sustainable business
Section 3: Definitions	Definitions for key terms used in this Annex.

**SECTION 1: ENVIRONMENTAL IMPACT**

*This section of the leadership questionnaire addresses the following:*

- *Environmental or Sustainability Policy or Statement*
- *reducing greenhouse gas (GHG) emissions*
- *reducing waste*
- *sustainable purchasing*

1. Do you have a documented Environmental or Sustainability Policy or Statement?

- Yes                                       No

If no, go to question 2.

If yes, please address the following:

- a. Attach a copy of the policy or statement to your Proposal.
- b. If the policy is publicly available, please provide a link to the document:

\_\_\_\_\_

2. Does your company measure its greenhouse gas (GHG) emissions?

- Yes                                       No

If yes, state total annual GHG emissions (tCO<sub>2</sub>e): \_\_\_\_\_

3. Has your company adopted GHG reduction targets or goals?

- Yes                                       No

If yes, state target(s) and year by which they will be achieved (e.g., 33% reduction by 2020):

\_\_\_\_\_

4. Do you report your GHG emissions to a third party? (e.g., Carbon Disclosure Project, Global Reporting Initiative, Climate Registry, Climate Smart, Ecobase, Offsetters, etc.)

- Yes                                       No

If yes, state the name of the 3<sup>rd</sup> party: \_\_\_\_\_

5. Does your company own buildings in Metro Vancouver?

- Yes                                       No

If no, skip to question 7.

If yes, describe efforts in the past three (3) years to improve the energy efficiency of owned buildings in Metro Vancouver with respect to each of the elements listed below. **Please limit answer to 400 words or less.**



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9. Describe any other initiatives undertaken in past three (3) years that have significantly reduced the GHG emissions of your operations. **Please limit answer to 250 words or less.**

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10. Does your company measure the total amount of solid waste generated by your operations annually?

Yes                       No

If yes, state annual solid waste figures (kg or tonnes): \_\_\_\_\_

11. Does your company have waste reduction and/or diversion targets or goals?

If yes, state targets and by what year they are to be achieved?

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12. Does your company have an office or operations recycling program in place?

Yes                       No

If yes, which materials does your company recycle - **check only those that apply:**

- office paper
- plastic and glass containers
- soft plastic
- food waste/compostable
- batteries
- printer or toner cartridges
- Styrofoam
- IT equipment / electronics / mobile devices
- clean wood (e.g., pallets)
- metals

13. Describe any other initiatives undertaken in past three (3) years that have significantly reduced waste from your operations. **Please limit answer to 250 words or less.**

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14. Does your company have a Sustainable or Ethical Purchasing Policy or a Code of Conduct for Suppliers that outlines minimum ethical labour standards that must be followed by suppliers?

Yes                       No

In no, skip to question 16.

If yes, please address the following:

- a. Attach a copy of the policy and/or code to the Proposal
- b. If the policy or code of conduct is publicly available, please provide a link to document:

\_\_\_\_\_

15. Indicate which environmentally preferable and/or sustainable goods or services your company currently purchases - **check only those that apply**:

- Sustainable food items (e.g., Fairtrade coffee; organic produce; OceanWise seafood)
- Copy paper (e.g., 100 per cent post-consumer waste; Forest Stewardship Council certified; tree free)
- Janitorial supplies (e.g., ECOLOGO or Green Seal certified)
- IT equipment (e.g., EPEAT Gold, EnergyStar qualified)
- Office products (e.g., ECOLOGO; recycled; non-toxic)
- Printing services (e.g., Forest Stewardship Council certified paper and printer)
- Promotional / marketing items (e.g., fair labour practices; reusable; recyclable)
- Courier services (e.g., use energy efficient, low carbon or alternative fuel vehicles)
- Catering services (e.g., serve sustainable food; employ social enterprises; use reusable serving ware)
- Landscaping services (e.g., use energy efficient equipment; employ social enterprises)
- Other: (list)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **SECTION 2: SOCIAL IMPACT**

*This section of the leadership questionnaire addresses the following elements:*

- *living wage employer*
- *workplace development programs*
- *supporting social enterprises*
- *sustainable business*

1. Is your company already a certified Living Wage employer, or working towards becoming one? See definition of *Living wage employer* in Section 3 below.

- Yes                       No

If yes, please state either:

- a) date of certification; OR
- b) date by which you expect to become certified

\_\_\_\_\_  
\_\_\_\_\_

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2. Does your company provide employment and/or training opportunities for *person(s) with barriers to employment* (e.g., people with addictions, disabilities, mental health issues; people who are newcomers or refugees, etc.) that go beyond the hiring practices required by law? See definition of *person with barriers to employment* in Section 3 below.

Yes                       No

If yes, describe the program including the name of the non-profit organization or educational institution or government agency that you work with to identify potential trainees and employees; and the number of employees/trainees that work in your company.

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3. Does your company conduct business with, or support in other ways, one or more *social enterprises* (as defined in Section 3 below).

Yes                       No

If yes, name the social enterprise(s) and describe the nature of the business conducted and/or support provided.

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4. Is your company structure either of the following:

- a. Social enterprise (as defined in Section 3 below)

Yes                       No

If yes, state the name of the registered non-profit or co-operative (including society and/or charitable number):

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- b. Community Contribution Company (C3) (as defined in Section 3 below)

Yes                       No

5. Has your company's sustainability performance been reviewed or certified by a third party? (e.g., B Lab, ISO14001, SA8000, Social Fingerprint, etc.)

Yes                       No

If yes, state the name of the third party and date of certification or date of last review:

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6. Describe any additional social sustainability initiatives that demonstrate your company's commitment to the health and well-being of local communities. **Please limit answers to 250 words or less.**

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**SECTION 3: DEFINITIONS**

**Living Wage Employer:**

Living wage employers adhere to the following criteria:

- All employees - full-time, part-time and casual - are paid the current living wage rate for their region. See [www.livingwageforfamilies.ca](http://www.livingwageforfamilies.ca) for current Metro Vancouver and Fraser Valley living wage rates.
- The living wage rate calculation for an employer takes into account its employees' *total* compensation package (wage + benefits). If employees receive non-mandatory benefits, the living wage rate is reduced to take this into account. External contract staff (not direct employees) who provide services to their employer on a regular and ongoing basis must also be paid a living wage.
- Employees who receive incentive-based pay (tips) or commissions can be paid less than a living wage, provided their total earnings - including incentive-based pay and/or commissions - equal or exceed the living wage.

**Social Enterprise:**

“Social enterprises are businesses owned by non-profit organizations, that are directly involved in the production and/or selling of goods and services for the [combined] purpose of generating income and achieving social, cultural, and/or environmental aims (Social Enterprise Council of Canada).” See [www.socialenterpriseinbc.ca](http://www.socialenterpriseinbc.ca).

In addition to having the aforesaid combined purpose, to qualify as a “Social Enterprise” for purposes hereof, an entity must:

- be a business operated by a registered non-profit or community services co-operative;
- have a product or service that it sells to customers;
- have a defined social and/or environmental mandate.

**Person with Barriers to Employment:**

A “person with barriers to employment” is someone who faces one or more circumstances that can lead to underemployment or unemployment. There are a wide range of circumstances that can create barriers to employment including but not limited to: addictions, disabilities, mental health issues, and being a newcomer or refugee. For purposes hereof, to qualify as a “person with barriers to employment”, the employee or trainee must be participating in a recognized, pre-approved employment program for person(s) with barriers to employment run by a non-profit organization or educational institution or government agency.

**Community Contribution Company (C3):**

“Community Contribution Company” means a corporation formed under the laws of British Columbia that includes in its articles the following statement:

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This company is a community contribution company, and, as such, has purposes beneficial to society. This company is restricted, in accordance with Part 2.2 of the *Business Corporations Act*, in its ability to pay dividends and to distribute its assets on dissolution or otherwise.

Or, a company incorporated under another jurisdiction that includes in its articles substantively similar restrictions related to dividends and distribution of assets.

Refer to [www.fin.gov.bc.ca/prs/ccq](http://www.fin.gov.bc.ca/prs/ccq) for more information.

**SCHEDULE 7 - CCDC-11 CONTRACTOR'S QUALIFICATION STATEMENT**

Please use the standard CCDC-11 form.