



**THE CITY OF WINNIPEG**

# **REQUEST FOR QUALIFICATION**

**RFQ NO. 179-2014**

**REQUEST FOR QUALIFICATION FOR THE RESTORATION OF INTERLOCKING  
PAVING STONE CUTS AND PAVEMENT CUTS IN OR OBSTRUCTING  
APPROACHES**

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## PART B - REQUEST FOR QUALIFICATION INFORMATION

### B1. DEFINITIONS

B1.1 When used in this Request for Qualification:

- (a) "**Business Day**" means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) "**Calendar Day**" means the period from one midnight to the following midnight;
- (c) "**City**" means the City of Winnipeg as continued under The City of Winnipeg Charter, Statutes of Manitoba 2002, c. 39, and any subsequent amendments thereto;
- (d) "**City Council**" means the Council of the City of Winnipeg;
- (e) "**Commissioning Date**" means that date when construction of the contemplated Project is complete, and the Maintenance Term commences;
- (f) "**Contract**" means the combined documents consisting of the Request for Qualification package, Request for Proposal package and any documents and drawings referred to and incorporated therein together with any submissions required to be made by the Contractor after award, and all amendments to the foregoing;
- (g) "**Contract Administrator**" means the person authorized to represent the City in respect of the Request for Qualifications unless otherwise specified hereinafter;
- (h) "**Contractor**" means the person undertaking the performance of the work under the terms of the Contract;
- (i) "**Proponent**" means any Person or consortium submitting a Qualification Submission in response to this Request for Qualifications;
- (j) "**Site**" means the lands and other places on, under, in or through which the work is to be performed;
- (k) "**Submission or Qualification Submission**" means that portion of the Request for Qualification which must be completed or provided and submitted by the Submission Deadline;
- (l) "**Submission Deadline**" means the time and date for final receipt of Submissions;
- (m) "**Substantial Performance**" shall have the meaning attributed to it in The Builders' Liens Act (Manitoba), or any successor legislation thereto;
- (n) "**Work**" or "**Works**" means the carrying out and the doing of all things, whether of a temporary or permanent nature, that are to be done pursuant to the Contract and, without limiting the generality of the foregoing, includes the furnishing of all Plant, Material, labour and services necessary for or incidental to the fulfilment of the requirements of the Contract, including all Changes in Work which may be ordered as herein provided.

### B2. PURPOSE OF THE REQUEST FOR QUALIFICATIONS DOCUMENT

B2.1 The purpose of this Request for Qualifications (RFQ) is to provide the City with sufficient information to identify experienced and capable Proponents to restore interlocking paving stone cuts and pavement cuts in or obstructing private approaches for the 2014 construction season.

B2.2 Proponents wishing to be qualified shall complete the Qualification Submission.

B2.2.1 Additional pertinent information may be submitted to demonstrate qualifications more fully.

B2.3 All projects are estimated to be under \$50,000 and will be issued to pre-qualified Proponents only. Only Proponents qualified under this Request for Qualification will be invited to bid on projects from the pre-qualified Proponents list.

- B2.4 Qualification of Proponents, to bid on prospective Work, shall not be construed as a commitment by the City to award contracts to any Proponent or to pay any costs incurred by the Proponent in preparing a response or otherwise in relation to this statement.
- B2.5 The City reserves the right to contact owners, owner's representatives and/or consultants that have been identified as well as the references provided in this statement of qualification.
- B2.6 The Proponent is obligated to inform the City, in a timely manner, of any changes to key personnel, ownership, bonding capability, financial position, insurance or any other information which may affect its pre-qualified status with the City.

### **B3. SCOPE OF WORK**

- B3.1 The Work to be done under the Contract shall consist of the restoration of interlocking paving stone cuts and the restoration of curb, sidewalk, and pavement cuts for the period of May 1, 2014 to December 1, 2014:
- (a) Priority I Streets
    - (i) Reconstruction of Interlocking Paving Stones on lean concrete base will be done in accordance with CW3335
    - (ii) Reconstruction of curb, sidewalk, and pavement adjacent to interlocking paving stone cuts
    - (iii) Reconstruction of curb, sidewalk and pavement in or obstructing private approaches
  - (b) Priority II and III Streets
    - (i) Reconstruction of Interlocking Paving Stones on lean concrete base will be done in accordance with CW3330
    - (ii) Reconstruction of curb, sidewalk, and pavement adjacent to interlocking paving stone cuts
    - (iii) Reconstruction of curb, sidewalk and pavement in or obstructing private approaches
- B3.2 The Work shall be done on an "as required" basis during the term of the Contract.
- B3.3 The type and quantity of Work to be performed under this Contract shall be as authorized from time to time by the Contract Administrator.
- B3.4 The major components of the Work are as follows:
- (a) Priority I, II, and III Streets
    - (i) Excavation of Stabilized Temporary Fill
    - (ii) Supply and Installation of Sub-grade Material
    - (iii) Supply and Installation of Lean Concrete Base
    - (iv) Supply and Installation of Interlocking Paving Stones
    - (v) Sidewalk Renewal
    - (vi) Pavement Renewal
    - (vii) Curb Renewal
    - (viii) Construction of Asphalt Patches
    - (ix) Adjustment of Valve Boxes
    - (x) Adjustment of Curb Stops
    - (xi) Topsoil and Seed

### **B4. GENERAL CONDITIONS**

- B4.1 The *General Conditions for Construction* (Revision 2006 12 15) are applicable to the Work of the Contract.

B4.1.1 The *General Conditions for Construction* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at [http://www.winnipeg.ca/matmgt/gen\\_cond.stm](http://www.winnipeg.ca/matmgt/gen_cond.stm)

## **B5. ENQUIRIES**

- B5.1 All enquiries shall be directed to the Contract Administrator identified in B6.
- B5.2 Any Proponent who has questions as to the meaning or intent of any part of this document or who believes this document contains any error, inconsistency or omission should make an enquiry prior to the Submission Deadline requesting clarification, interpretation or explanation in writing to the Contract Administrator.
- B5.3 If the Proponent finds errors, discrepancies or omissions in the document, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract Administrator of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.
- B5.4 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.
- B5.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the RFQ will be provided by the Contract Administrator to all Proponents by issuing an addendum.
- B5.6 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the RFQ will be provided by the Contract Administrator only to the Proponent who made the enquiry.
- B5.7 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to B5 unless that response or interpretation is provided by the Contract Administrator in writing.

## **B6. CONTRACT ADMINISTRATOR**

- B6.1 The Contract Administrator is:  
Gary Campbell C.E.T.  
Technologist III  
Telephone No. 204-794-4379  
Facsimile No. 204-986-5302
- B6.2 At the pre-construction meeting, the Contract Administrator will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.
- B6.3 Qualification Submissions must be submitted to the address in B13.7

## **B7. ADDENDA**

- B7.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the RFQ, or clarifying the meaning or intent of any provision therein.
- B7.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.
- (a) The Addenda will be available on the Bid Opportunities page at the Materials Management Division's website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B7.2.1 The Proponent is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division's website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B7.3 The Proponent should acknowledge receipt of each addendum on Form A: Request for Qualification Application.

## **B8. CONFLICT OF INTEREST AND GOOD FAITH**

B8.1 Proponents must not include among their team, any business entity or individual who is, or is associated with, in any way, any consultant retained by the City in relation to the Project, including but not limited to consultants providing engineering, architectural, legal, process, finance or financial capacity advice or any Person likely to create a conflict of interest or a perception of conflict of interest.

B8.2 If a Proponent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the City could arrive at a different conclusion, the Proponent should fully disclose the circumstances to the City at the earliest possible date, and request that the City provide an advance interpretation as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest.

B8.3 The Proponent declares that in submitting its response to this RFQ, it does so in good faith and will disclose to the best of its knowledge, whether there are any circumstances whereby any member of Council or any officer or employee of the City would gain any pecuniary interest, direct or indirect, as a result of the Proponents participation in this Project.

B8.4 Failure to comply with this provision may result in disqualification of your Submission from the RFQ process or, if the City becomes aware of your breach of this provision after the RFP has been issued, disqualification from the RFP process.

## **B9. CONFIDENTIALITY AND PRIVACY**

B9.1 Information provided to a Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the City. The Proponent shall not make any statement of fact or opinion regarding any aspect of the RFQ and any subsequent proposal to the media or any member of the public without the prior written authorization of the City.

B9.2 The protection of personal information and privacy will be fundamental aspects of the Project. Proponents shall comply with all applicable privacy legislation, including but not limited to the Personal Information Protection and Electronic Documents Act (Canada) ("PIPEDA"). In addition, Proponents are advised that the City is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) ("FIPPA") and that the Contractor will be expected to comply with the obligations imposed upon the City pursuant to FIPPA.

B9.3 To the extent permitted, the City shall treat all Submissions as confidential. However, the Proponent is advised that any information contained in any Submission may be released if required by City policy or procedures, by FIPPA, by other authorities having jurisdiction, or by law.

B9.4 All Qualification Submissions submitted to the City will be kept in confidence with the City for the sole purposes of evaluating and developing the best possible strategic option for the City. Qualification Submissions will become the property of the City. The City will have the right to make copies of all Submissions for its internal review process and to provide such copies to its staff and/or external advisors and representatives.

B9.5 All information will become and remain the property of the City; none will be returned. If the application contains any proprietary or trade secret information, said information must be indicated as such.

**B10. NON-DISCLOSURE**

B10.1 Proponents must not disclose any details pertaining to their RFQ and the selection process in whole or in part to anyone not specifically involved in their Submission, without the prior written approval of the City. Proponents shall not issue a news release or other public announcement pertaining to details of their Qualification Submission or the selection process without the prior written approval of the City.

B10.2 Proponents are advised that an attempt on the part of any Proponent or any of its employees, agents, contractors or representatives to contact any members of City Council or their staff or any member of City Administration other than the Contract Administrator with respect to this RFQ solicitation, may lead to disqualification.

**B11. NO COLLUSION**

B11.1 Upon making a Submission to this RFQ, each Proponent shall declare that they have not participated in any collusive scheme or combine.

B11.2 Proponents must ensure that their participation in this RFQ is conducted without collusion or fraud on their part or any of their team. Proponents and their team members shall not engage in discussions or other communications with any other Proponents or their team members regarding the preparation or submission of their responses to this RFQ. Breach of this provision may result in disqualification from the RFQ process or, if the City becomes aware of your breach of this provision after the RFP has been issued, from the RFP process.

**B12. ELIGIBILITY**

B12.1 No Persons involved with the City, or acting as a consultant or sub-consultant to the City with respect to this Project, are eligible to submit a Qualification Submission for this RFQ or participate in any manner whatsoever as a participant or advisor to any Proponent participating in this RFQ or subsequent RFP.

**SUBMISSION INSTRUCTIONS**

**B13. SUBMISSION DEADLINE**

B13.1 The Submission Deadline is 4:00 p.m. Winnipeg time, March 20, 2014.

B13.2 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B13.1.

B13.3 Qualification Submissions will not be opened publicly.

B13.4 Qualification Submissions determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned unopened.

B13.5 The Qualification Submission should be submitted enclosed and sealed in an envelope clearly marked with the RFQ number and the Proponent's name and address.

B13.6 Qualification Submissions submitted by internet electronic mail (e-mail) will not be accepted.

B13.7 Qualification Submissions shall be submitted to:

The City of Winnipeg  
Corporate Finance Department

Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

**B14. QUALIFICATION SUBMISSION**

B14.1 The Qualification Submission consists of the following components:

- (a) Form A: Qualification Application;
- (b) Form B: Qualification Questionnaire;

B14.2 All requirements of the RFQ should be fully completed or provided, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely to constitute a responsive RFQ.

B14.3 The Qualification may be submitted by mail, courier, personal delivery, or by facsimile transmission.

B14.4 If the Qualification is submitted by mail, courier or personal delivery, it shall be enclosed and sealed in an envelope clearly marked with the Qualification Opportunity number and the Proponent's name and address, and shall be submitted to:

The City of Winnipeg  
Corporate Finance Department  
Materials Management Division  
185 King Street, Main Floor  
Winnipeg MB R3B 1J1

B14.4.1 Samples or other components of the Qualification which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Qualification Opportunity number, the Proponent's name and address, and an indication that the contents are part of the Proponent's Qualification Submission.

B14.5 If the Qualification is submitted by facsimile transmission, it shall be submitted to (204) 949-1178

B14.5.1 The Proponent is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.

B14.6 Qualifications submitted by internet electronic mail (e-mail) will not be accepted.

B14.7 All Submissions received in response to this RFQ will be kept in confidence with the sole purposes of evaluating and developing the best possible strategic option for the City.

B14.8 Submissions and the information they contain will be the property of the City upon receipt. No Submissions will be returned.

**B15. FORM A: REQUEST FOR QUALIFICATION APPLICATION**

B15.1 Further to B14.1, the Proponent shall complete Form A: Request for Qualifications Application, making all required entries.

B15.2 Paragraph 2 of Form A: Request for Qualifications Application shall be completed in accordance with the following requirements:

- (a) if the Proponent is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
- (b) if the Proponent is a partnership, the full name of the partnership shall be inserted;
- (c) if the Proponent is a corporation, the full name of the corporation shall be inserted;



- (d) if the Proponent is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B15.2.1 If the Submission is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B15.2.
- B15.3 In Paragraph 3 of Form A: Request for Qualifications Application, the Proponent shall identify a contact person who is authorized to represent the Proponent for purposes of this RFQ.
- B15.4 Paragraph 7 of Form A: Request for Qualification Application should be signed in accordance with the following requirements:
- (a) if the Proponent is sole proprietor carrying of business in his/her own name, it shall be signed by the Proponent;
  - (b) if the Proponent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
  - (c) if the Proponent is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
  - (d) if the Proponent is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B15.5 The name and official capacity of all individuals signing Form A: Request for Qualification Application should be printed below such signatures.
- B15.6 All signatures should be original.
- B15.7 If a Submission is submitted jointly by two or more persons, the word "Proponent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Proponents in the Submission, shall be both jointly and several.

## **B16. QUALIFICATION**

- B16.1 The Proponent shall:
- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba; and
  - (b) be financially capable of carrying out the terms of the Contract; and
  - (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.
- B16.2 The Proponent and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/debar.stm>
- B16.3 The Proponent and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:
- (a) have successfully carried out work similar in nature, scope and value to the Work; and
  - (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
  - (c) have a written workplace safety and health program if required pursuant to The Workplace Safety and Health Act (Manitoba);

- B16.4 The Proponent shall complete Form B: Qualification Questionnaire giving a list of previously completed work, similar in nature, scope and value to the Work, in sufficient detail to demonstrate the Proponent's qualification to undertake the Work.
- B16.5 The Proponent and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) must have a current Streets By-Law License No. 1481/77 or Private Access By-Law License No. 49/2008.
- B16.6 The Proponent shall provide, on the request of the Contract Administrator, full access to any of the Proponents equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Proponents equipment and facilities are adequate to perform the Work.

## **B17. INSURANCE**

- B17.1 The Contractor shall provide and maintain the following insurance coverage:
- (a) commercial general liability insurance, in the amount of at least two million dollars (\$2,000,000.00) inclusive, with The City of Winnipeg added as an additional insured, with a cross-liability clause, such liability policy to also contain contractual liability, unlicensed motor vehicle liability, non-owned automobile liability, broad form property damage cover and products and completed operations, to remain in place at all times during the performance of the Work and throughout the warranty period;
  - (b) if applicable, Automobile Liability Insurance covering all motor vehicles, owned and operated and used or to be used by the Contractor directly or indirectly in the performance of the Work. The Limit of Liability shall not be less than \$2,000,000 inclusive for loss or damage including personal injuries and death resulting from any one accident or occurrence;
  - (c) an all risks Installation Floater carrying adequate limits to cover all machinery, equipment, supplies and/or materials intended to enter into and form part of any installation.
- B17.2 Deductibles shall be borne by the Contractor.
- B17.3 The Contractor shall provide the City Solicitor with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to the commencement of any Work but in no event later than the date specified in the C4.1 for the return of the executed Contract.
- B17.4 The Contractor shall not cancel, materially alter, or cause each policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

## **B18. SUBSTITUTIONS**

- B18.1 If, following your Submission, you become aware that any Persons identified to participate in this Project will be unable or is likely to be unable to participate on this Project, you must immediately advise the Contract Administrator and indicate your proposed substitute Person. Failure to do so may result in disqualification of your Submission from the RFQ process or, if the City becomes aware of your breach of this provision after the RFP has been issued, from the RFP process.

## **B19. NON-CONFORMING SUBMISSIONS**

- B19.1 Notwithstanding B14.1, with the exception of B13.4, if a Proponent's Submission is not strictly in accordance with any provision of this RFQ, the City may, at its option:
- (a) waive the non-conformance if, in the City's opinion, the non-conformance is immaterial;  
or
  - (b) reject the Submission as non-responsive if, in the City's opinion, the non-conformance is material.

- B19.1.1 If the non-conformance is an omission, the City may, at its discretion, give the Proponent up to five (5) Business Days to supply the omitted material.
- B19.2 If the requested information is not submitted by the time specified in B19.1.1, the Submission will be determined to be non-responsive.
- B19.3 The City may reject a Submission as being non-responsive if the Submission is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The City may reject all or any part of any Submission, or waive technical requirements or minor informalities or irregularities if the interests of the City so require.
- B19.4 Experience shall be evaluated considering the information submitted in reference to the Proponent's project experience and references submitted.
- B19.5 Reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations representing Persons, known to have done business with the Proponent.
- B19.6 The City has full power to conduct an independent verification of information in any Submission received and generally pertaining to the qualifications and experience of the Proponent and any proposed members of its team.
- B19.7 The City may, in its sole discretion, interview any or all Proponents during the evaluation process, to provide clarification or additional information in relation to its Submission.
- B20. NO CONTRACT**
- B20.1 All Proponents submitting this Qualification Application shall be notified in writing regarding the acceptability of their submission.
- B20.2 By submitting a Qualification Submission and participating in the process as outlined in this document, Proponents expressly agree that no contract of any kind is formed under, or arises from this RFQ, and that no legal obligations will arise.
- B20.3 Although it is the intention of the City to establish a list of Proponents to participate in the RFP stage of the procurement process, the City reserves the right and the full power to give notice in writing of any change to its Contract Administrator, amend any dates, schedules, limits and Scope of Work and any contract awarded, or to reject any and all Submissions, to launch a new or amended procurement process, or to decide that it will not issue the RFP, without incurring any liability in respect of costs or damages incurred by any Proponent or any member of a private sector team.
- B20.4 Without limiting the generality of the foregoing, the City reserves the right and the full power to amend or cancel this RFQ, the procurement process or the Project at any time.
- B20.5 If the City proceeds to request a more detailed proposal, only to Proponents determined to be qualified under the RFQ process, the City will have no obligation to award a Contract where:
- (a) only one Submission is received; or
  - (b) in the judgment of the City, the interests of the City would best be served by not entering into a Contract.
- B20.6 The City reserves the right to disqualify any Proponent whose Submission, in the opinion of the City, contains false or misleading information.
- B20.7 Following the conclusion of the RFQ process, Proponents will be provided with information related to the evaluation of their Submission upon written request to the Contract Administrator.