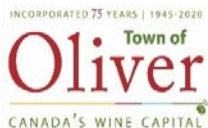


TOWN OF OLIVER
Gallagher Low Head Siphon

REQUEST FOR QUALIFICATIONS

Owner:



Town of Oliver
6150 Main Street
Box 638
Oliver, B.C. V0H 1T0

Owner Representative:



TRUE Consulting
201-2079 Falcon Road
Kamloops BC V2C 4J2

June-2020
306-1621

TOWN OF OLIVER
GALLAGHER LOW HEAD SIPHON
REQUEST FOR QUALIFICATIONS

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APPENDIX A: DESIGN DRAWINGS – bound separately

**TOWN OF OLIVER
GALLAGHER LOW HEAD SIPHON
REQUEST FOR QUALIFICATIONS**

1. GENERAL INFORMATION

1.1. Owner

Town of Oliver
6150 Main Street
Box 638
Oliver, B.C. V0H 1T0
Phone: 250-485-6200
Fax: 250-498-4466

1.2. Owner Representative

TRUE Consulting
Suite 201 – 2079 Falcon Road
Kamloops, BC, V2C 4J2
Attention: Natalie Alteen, E.I.T.
Phone: (250) 828-0881
Fax: (250) 828-0717
Email: nalteen@true.bc.ca

1.3. Invitation

The Town of Oliver (Owner) invites Respondents, through this Request for Qualifications (RFQ), to provide a Response submission package for the *Gallagher Low Head Siphon* project.

This *Gallagher Low Head Siphon* RFQ is a pre-qualification stage for the *Gallagher Low Head Siphon* project. The purpose of this RFQ is to determine if there are qualified contracting companies to complete construction of the proposed works.

The top four (4) Respondents will be selected. Only those Respondents who successfully submit a Response to the RFQ and meet the qualification criteria described herein will be considered for invitation to the subsequent Negotiated Request for Proposals (NRFP), if one is issued.

This is not a tender call and the submission of any Response to this RFQ does not create a tender process or contractual obligation of the Owner.

1.4. Definitions

Words and phrases used in this RFQ, appendices, schedules, and/or any addenda are outlined below.

Term	Definition
Agreement	An agreement(s) between the Owner and the Contractor(s) for the work required by the Contractor(s) identified in an NRFP and all attached Appendices and Schedules. Any agreement entered into by the Owner and the Preferred Proponent will be as negotiated between the two parties.
BC Bid	The electronic tendering service.
BC Bid Website	The website tendering service maintained by the Province.
Contract	A written contract executed by the Town of Oliver and the Contractor as a result of the NRFP.
“must” or “mandatory”	A requirement that must be met in order for a Response to receive consideration.
NRFP	Negotiated Request for Proposals
Qualified Respondent	Respondent selected in accordance with the RFQ to be invited to participate in a NRFP
Owner Representative	Means TRUE Consulting acting as the engineering consultant and agent to the Town of Oliver.
Project	Means the Gallagher Low Head Siphon project.
Respondent	Any legal entity, including a person, company firm, or consortium, which submits a Response.
Response	A Respondents submission pursuant to this RFQ
RFQ	Request for Qualifications
Scope of Work	Means an overview of the project and general details of the activities required.
“should” or “desirable”	Means a requirement having a significant degree of importance to the objectives of this RFQ.

1.5. Enquiries

All enquiries related to this RFQ are to be directed, in writing (electronic), to the contact person provided below. Information obtained from any other source is not official and should not be relied upon. Enquiries and answers will be recorded and may be distributed to all Respondents at the Town's (or Owners Representative's) option. The closing date for enquiries is **June 23, 2020**.

Enquiry Contact Information:

TRUE Consulting
201-2079 Falcon Road
Kamloops, B.C. V2C 4J2
250-828-0881
Attn. Natalie Alteen, E.I.T.
nalteen@true.bc.ca

1.6. Closing Date and Submission

An emailed Response submission must be received before **14:00 Hours PST on June 30th, 2020**.

Response submissions must not be sent by facsimile. Responses and their attachments should be clearly titled with the name and address of the Respondent and the project title. No changes can be made by the Respondent after the closed date and time specified herein.

All Response submissions are to be delivered via email (with a maximum file size of 10 MB) to:

nalteen@true.bc.ca

prior to closing at **14:00 Hours PST on June 30th, 2020**. Alternate electronic delivery methods are acceptable if the file size exceeds 10 MB, The Respondent shall be responsible for the delivery and confirmed receipt of the Response submission. While the Owner will undertake to handle Response submissions by email in a secure manner, the Owner cannot guarantee the confidentiality of the information provided.

Response submissions will not be publicly opened.

1.7. Late Responses

Response submissions will be marked with their receipt time. Only complete Response submissions received before closing time will be considered to have been received on time. Late Response submissions will not be accepted.

1.8. Qualifications Review Committee

Review of the qualifications will be by a committee formed by the Town of Oliver and TRUE Consulting.

1.9. RFQ and Proposed NRFP Schedule

Provided herein is the RFQ issuance and closing schedule. The proposed NRFP solicitation period provides Respondents with an overview of proposed project timelines.

Activity	Date
Issue Request for Qualifications	June 15, 2020
Close Request for Qualifications	June 30, 2020
Issue NRFP to Qualified Respondents (4 Selected)	July 3, 2020
Close NRFP	August 4, 2020
Negotiation with Preferred Proponent	August 11-31, 2020
Town of Oliver Council Recommendation	September 8, 2020
Form Contract Agreement	September 9, 2020

2. SCOPE OF SERVICES

The Scope of Services for the *Gallagher Low Head Siphon* project (Project) may include, but not be limited to, those indicated in the **Scope of Work**. The Respondent is encouraged to ensure that all the Contracting Services that would be provided for the Project are itemized within the Response submission package.

2.1. Scope of Work

Through this RFQ process, the Owner is seeking qualification Response submissions for completion of the *Gallagher Low Head Siphon* project. The general scope of work includes:

- Construction of a concrete reinforced inlet and outlet structure.
- Installation of 2400mmØ concrete piping under Vaseux Creek.
- Tie-in of 2400mmØ concrete piping to a pumping station.
- Construction of a submersible axial flow pump station.
- Installation of approx. 1350m of 1500mmØ PVC piping c/w bends and highway crossings.
- Installation of (3) access hatches on the 1500mmØ pipe.
- Installation of drain on 1500mmØ pipe.
- Installation of approx. 40m of 200mmØ of sanitary sewer main.
- Asphalt removals and paving.
- Traffic control on provincial highway.
- Compliance with environmental and archaeological permitting requirements.
- Dewatering as required.
- Work on Osoyoos Indian Band lands.
- Restoration and asphalt repair.

Refer to Appendix A for drawings that further describe the proposed infrastructure outlined above.

2.2. Schedule

The Town of Oliver operates the irrigation canal annually from April to October. Once the inlet structure, pumphouse and outlet structure are constructed, the existing canal will no longer be operational. It is essential that the irrigation season is not disrupted by construction activities. A proposed construction schedule will be required during the NRFP process.

3. INSTRUCTIONS TO PROPONENTS

1. The Owner's Representative is the only authorized contact person for the Owner for this RFQ.
2. It is the sole responsibility of the Respondent to ensure the receipt of all documents by the Owner's Representative. Submissions must be sent digitally by email to Natalie Alteen, E.I.T. at nalteen@true.bc.ca, before **14:00 Hours PST on June 30th, 2020**.
3. Response submissions should be submitted in a format that cross-references the information provided by the Respondent with the specific sections of this RFQ and the submission requirements that it contemplates.
4. Response submissions should clearly identify the Respondent and whether it is an individual, a corporation, a partnership, or a consortium, including the legal entity that will execute an Agreement. If the Respondent is from a consortium or partnership, information should be provided for all members, including their legal and financial relationship with each other. The contact entity and representative for dealings with the Owner should also be specified.
5. This is a RFQ and is not a tender call. This RFQ is an invitation to treat. It is not an offer. The Owner does not intend for the RFQ to create any obligations between the Owner and any Respondent and no contractual, tort, or other legal obligation of any kind is created or imposed on the Owner by this RFQ. No contractual or other legal obligations will be created between the Owner and any Respondent until and unless a written Agreement is executed between the Owner and a Respondent for the provision of the Contracting Services. Without limiting the foregoing, the use of mandatory or prescriptive language in this RFQ in relation to future acts of the Owner is intended only to describe the Owner's present intention, is not intended to express contractual intention, and if relied upon by the Respondent is relied upon at that Respondent's own risk. If there is anything in this RFQ that is inconsistent with this paragraph, this paragraph prevails.
6. All questions and requests for clarification relating the RFQ process and / or identification of any errors or omissions in the RFQ documents should be directed to the Owner's Representative. Information about this RFQ from any other source is not official and should not be relied on. Inquiries and responses may be recorded and may, at the Owner's discretion, be retained in confidence or distributed to all other Respondents.
7. The Owner Representative may explain, interpret, clarify, change, amend, or correct this RFQ by issuing an Addendum or Addenda to Respondents. Addenda will be in writing and will be sent by the same medium used to distribute the RFQ. All Addenda issued by the Owner's Representative shall be incorporated into and become part of the RFQ documents. A Respondent is solely responsible to ensure that it has received a complete RFQ as listed in the Table of Contents and a copy of any Addenda. A Response submission by a Respondent constitutes a representation by a Respondent that it has verified receipt of a complete RFQ, including any Addenda. Each Response submission will be deemed to be made on the basis of the entire RFQ and any Addenda.

8. Any Respondent, or other party, by responding to this RFQ will be solely responsible for its own expenses and bears the sole risk and liability for any expense, damage, loss, or liability incurred by it, including loss of opportunity and loss of profits or potential profits, in connection with its consideration and / or Response to this RFQ. By submitting a Response, the Respondent absolutely waives any right, or cause of action against the Owner, its officers, directors, employees, or agents by reason of the Owner's failure to accept the Response submission by the Respondent, whether such right or cause of action arises in contract, negligence, bad faith, or otherwise.
9. All Respondents and any other entity(ies) who through this RFQ process gains access to confidential financial information of the Owner are required to keep strictly confidential all information that in any way reveals confidential business, financial or investment details, programs, strategies, or plans learned through this RFQ process. This requirement will continue with respect to such information learned by successful Respondents, if any, over the course of any NRFP or Agreement that may arise out of this RFQ process. Information pertaining to the Owner obtained by the Respondent as a result of participation in this process is confidential and must not be disclosed without prior written authorization from the Owner.
10. The Respondent acknowledges and agrees that the Response submission documents by the Respondent is subject to the *Freedom of Information and Protection of Privacy Act* and, as such, the Owner may be required to disclose any or all of the contents of the submission package under such Act
11. The Respondent should disclose conflicts of interest , in writing, to the Owner who will consider the nature of the Respondent's responsibilities and the degree of potential or apparent conflict in deciding the course of action that the Respondent needs to take to remedy the conflict.

4. EVALUATION PROCESS AND CRITERIA

1. The top four (4) Respondents will be provided with a copy of the NRFP, if one is issued.
2. The Owner, in its absolute and sole discretion, and according to its own judgment of its best interest, having regard for the greatest value that can be obtained on overall quality and service, reserves the full right to reject any or all Response submissions for any reason whatsoever.
3. The Owner retains a separate right to waive irregularities of a minor or technical nature. This right does not, in any way, waive the requirement of the Respondent to submit a Response in proper form as required by the RFQ.
4. The Response submissions will be evaluated by the review committee comprised of the Owner and Owner's Representative. The Owner reserves the right to include any other third party in review of the Response submissions or utilize their input and opinions as it is deemed appropriate in its absolute discretion to assist the Owner in its evaluation of the Response submissions.
5. Throughout evaluation of the Response submissions, the Owner, in its sole discretion, may request additional clarifications and/or supplemental information from selected Respondents, as it deems appropriate, to more thoroughly evaluate the Response submission.
6. The Owner, in its absolute and sole discretion, may evaluate Response submissions based on the Owner's determination of what provides the best value and overall benefit to the Owner.
7. The decision of the Owner in all matters relating to the evaluation of a Response submission will be final.
8. In the event that a single Response is received, the Owner reserves the unfettered right to determine the next step, which may include, but not be limited to, collapsing or re-issuing this RFQ, negotiate with the sole Respondent, or pursue a different selection process altogether.
9. All Responses will be evaluated against the following pre-defined criteria:

Response Submission Evaluation Criteria	Score
1. Contractor Qualifications - General	5%
2. Contractor Qualifications - Specific	30%
3. Understanding of Project and Key Issues	40%
4. References	20%
5. Value Added	5%
TOTAL	100%



5. SUBMISSION REQUIREMENTS

The following should be addressed by each Respondent, in the order presented below, within their Response submission to this RFQ.

Response Submission Form – Respondent Acknowledgement

1. Contractor Qualifications - General

- i. Provide a general corporate overview.
- ii. Provide an overall team structure.
- iii. Include an overview of subcontractors, if applicable.
- iv. Provide an overview of the company resources available to successfully complete the Project.
- v. Provide a general philosophy/approach to successfully complete the Project.

2. Contractor Qualifications - Specific

- i. Provide of list of relevant projects completed within in the last ten (10) years complete with construction value.
- ii. Select three (3) example projects and include information on the following:
 - Scope of work;
 - Planned and actual duration;
 - Key challenges of those projects and how those challenges were handled;
 - Identify key personnel and sub-contractors involved;
 - Provide client/owner contact names and contact information.
- iii. Provide a company profile and resumes of key members of your project team.
- iv. Additional project sheets may be submitted as part of appendices.

3. Understanding of Project and Key Issues

- i. Demonstrate the Respondents understanding of the Project requirements.
- ii. Provide a summary of the Respondent's construction methodology.
- iii. Identify key project issues/risks and Respondent's approach for ensuring success of the work in terms of schedule, cost control, quality, environmental impact, external agencies, stakeholders, and safety.

4. References

- i. Please provide two (2) additional references including phone number and email address.
- ii. References should be different than those listed as part of the example projects.

5. Value Added

- i. Provide a summary of innovative solutions and value-added solutions the Respondent can offer to contribute to the overall success of the project.

Signed submissions will bind the Respondent to statements made in the response to this RFQ.

6. OWNER DISCRETION

The RFQ is not a binding agreement to purchase goods and/or services. Responses are assessed using the Response submission evaluation criteria, and if chosen for the shortlist, will be contacted for submission of an NRFP.

In addition to any other discretion set forth in this RFQ, the Owner reserves the right, without limitation, in its sole and unfettered discretion, to:

1. Not consider any Response from a Respondent who appears not to have requisite experience or financial capability;
2. Contact for reference purposes any party to verify the Respondents' financial capability or relevant expertise or other information contained in its Response submission;
3. Consider or not consider any Response that lacks required information or is otherwise incomplete;
4. Accept items in a Response that are non-compliant or in variance with the specific RFQ requirements;
5. Require clarification or additional information where a Response submission is unclear, or allow rectification of defects;
6. Reject any Response prior to discussion with the Respondent;
7. Reject any Response from a Respondent that is, or whose principals or partners are, at the RFQ Closing Time, engaged in litigation against the Owner;
8. Not consider any Response that in the Owner's opinion does not warrant detailed evaluation or is not in the best interests of the Owner;
9. Communicate with any Respondent;
10. Consider previous works, dealings, or projects between the Owner and a Respondent that may or may not be explicitly included in that Respondent's submission;
11. Not consider any or all Responses without any obligation or any compensation or reimbursement to the Respondents;
12. Extend, abridge, modify, or discontinue the process contemplated by this RFQ;
13. Determine, at any time, to withdraw some or all the Submission Requirements from the process described in this RFQ; and / or,
14. Discontinue this RFQ for any reason whatsoever.

7. RESPONDENT ACKNOWLEDGEMENT

1. WE, THE UNDERSIGNED:

- a. Have received and carefully reviewed all of the Request for Qualifications (RFQ) documents including the following Addenda:

- b. By submitting a Response submission, a Respondent acknowledges that it has read and understood the requirements of this RFQ. By submitting a Response, a Respondent will be deemed to have satisfied itself on all such matters. Any information or ideas provided during the course of this RFQ and Project, by any Respondent, will not be held in confidence and may be shared amongst any Owner staff member, the public, or Owner vendor.

2. OUR ADDRESS is as follows:

Phone: _____

Fax: _____

Attention: _____

Respondent:

(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP, OR INDIVIDUAL)

(AUTHORIZED SIGNATORY)

(AUTHORIZED SIGNATORY)

SIGNED this _____ day of _____, 2020



**APPENDIX A
DESIGN DRAWINGS**