

## REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

**Project Title:** Latimer Lake Stormwater Trunk Infrastructure, Wetland, and Park Improvements.

**Project Type:** Land Development - For Private Developer

**Developer:** CH Latimer Lake Community Pond JV Inc. (1209478 Inc.)

**Land Owner:** City of Surrey

**Civil Consultant:** Aplin Martin Consultants Ltd.

**Reference No:** 19-016

February 18, 2021

**CH LATIMER LAKE COMMUNITY POND JV INC. (1209478 INC.)  
REQUEST FOR EXPRESSION OF INTEREST / STATEMENT OF QUALIFICATIONS (RFEI / SOQ)  
LATIMER LAKE STORMWATER TRUNK INFRASTRUCTURE, WETLAND, AND PARK IMPROVEMENTS.**

CH Latimer Lake Community Pond JV Inc. (JV) invites RFEI / SOQ's for pre-qualification of a General Civil Contractor to undertake the construction of the Latimer Lake Stormwater Trunk Infrastructure, Wetland, and Park Improvements. The Work to be constructed will be completed in two separate phases under two separate contracts. The two contracts may be awarded to one or two different contractors. This RFEI/SOQ submission will be used to shortlist contractors for both phases of the work.

The extents of Phase A and Phase B are shown on the Overall Key Plan in Appendix C. The work under Phase A includes construction of a storm trunk sewer within 28 Avenue and 194 Street, siltation control, road restoration, and ultimate roadworks within 28 Avenue. The work under Phase B includes clearing, construction of storm trunk sewer within the park, Latimer Lake wetland, sanitary sewer, waterworks, earthworks, Latimer Lake landscaping and park land improvements, siltation control, and construction of a washroom building.

There are certain mandatory requirements for pre-qualification. Responses not clearly demonstrating that they meet these requirements will receive no further consideration during the qualifications review process.

RFEI / SOQ's will be evaluated based on the Proponents' qualifications and track record, recent experience with similar infrastructure projects, demonstrated ability to complete projects within the proposed schedule and budget, as well as any other factors the JV deems to be relevant to the project success.

JV intends to issue Invitations to Tender to the Pre-Qualified Proponents within one month of the RFEI / SOQ submission.

All Statements of Qualifications marked "Request For Expression of Interest / Statement of Qualifications – Latimer Lake Stormwater Trunk Infrastructure, Wetland, and Park Improvements", Reference No. **19-016**, Confidential - Do Not Open", will be received at Aplin & Martin Consultants Ltd, Attention: John Robbie, P.Eng., 201 – 12448 – 82 Avenue, Surrey, BC V3W 3E9 on or before 3:00 p.m., March 5, 2021. Office hours are 8:00 a.m. to 4:30 p.m. Alternatively, email submissions are accepted. Please email PDF submissions to [jrobbie@aplinmartin.com](mailto:jrobbie@aplinmartin.com).

All inquiries related to this RFEI / SOQ should be directed in writing to Aplin & Martin Consultants Ltd, John Robbie, P.Eng., e-mail: [jrobbie@aplinmartin.com](mailto:jrobbie@aplinmartin.com)

This RFEI / SOQ is not an offer to purchase goods or services. The JV is not bound to enter into a Contract with any Qualified Proponent. Responses will be assessed in light of the qualification review criteria. The JV will be under no obligation to receive further information, whether written or oral, from any Proponent.

**All participating Proponents must complete the Registration Form (Appendix B) or provide similar information.**

RFEI/SOQ No. **19-016**

## REQUEST FOR EXPRESSION OF INTEREST / STATEMENT OF QUALIFICATIONS

### GENERAL REQUIREMENTS

#### 1. Introduction

You are invited by the CH Latimer Lake Community Pond JV Inc. (JV) to submit a Request for Expression of Interest / Statement of Qualifications, (RFEI / SOQ), for the pre-qualification to provide construction services for the Latimer Lake Stormwater Trunk Infrastructure, Wetland, and Park Improvements. The Work to be constructed will be completed in two separate phases under two separate contracts. The two contracts may be awarded to one or two different contractors. This RFEI/SOQ submission will be used to shortlist up to four (4) contractors for both phases of the work.

The extents of Phase A and Phase B are shown on the Overall Key Plan in Appendix C. The work under Phase A includes construction of a storm trunk sewer within 28 Avenue and 194 Street, siltation control, road restoration, and ultimate roadworks within 28 Avenue. The work under Phase B includes clearing, construction of storm trunk sewer within the park, Latimer Lake wetland, sanitary sewer, waterworks, earthworks, Latimer Lake landscaping and park land improvements, siltation control, and construction of a washroom building.

#### 2. Instructions To Proponents

##### 2.1. Closing Date and Address for Request for Expression of Interest / Statement of Qualifications Delivery

All RFEI / SOQ's to be received by the office of:

Aplin & Martin Consultants Ltd  
201 – 12448 82 Avenue  
Surrey, British Columbia  
V3W 3E9  
Attn: John Robbie, P.Eng.  
Email: [jrobbie@aplinmartin.com](mailto:jrobbie@aplinmartin.com)

All RFEI / SOQ's on or before 3:00 PM on the following date (the "Closing Date"):

Date: March 5, 2021  
Office Hours: 8:30 a.m. - 4:30 p.m.

##### 2.2. Inquiries

All inquiries related to this request for RFEI / SOQ should be directed in writing to the person named below (the "**JV Representative**"). Information obtained from any person or source other than the JV Representative may not be relied upon.

John Robbie, P.Eng.  
Aplin & Martin Consultants Ltd  
201 – 12448 82 Avenue  
Surrey, British Columbia  
V3W 3E9  
Email: [jrobbie@aplinmartin.com](mailto:jrobbie@aplinmartin.com)

Inquiries should be made no later than four (4) days before the Closing Date. The JV reserves the right not to respond to inquiries made within four (4) days of the Closing Date. Responses will be issued as Addendum on BCBid.

### **3. Request for Expressions of Interest and Statements of Qualifications Form and Content**

#### **3.1. Form of Statement of Qualifications**

Each submission to include the JV standard "Request for Expressions of Interest and Statements of Qualifications" form.

All RFEI / SOQ's received in accordance with the foregoing will be reviewed, and the pre-qualification of proponents shall be solely at the discretion of the JV. Proponents with unsettled legal disputes with the JV will not be reviewed. The Proponents submitting for pre-qualification will be notified if they have been shortlisted.

The submission may be supplemented by additional information as the Proponent sees fit. The submission should confirm the expertise, staff, and performance capabilities of the Proponent. Adequate General Commercial Liability insurance, Labor and Materials Bond, and Performance Bond will be required for this project. The submission should outline demonstrated expertise and experience in the areas described in the scope of work complete with current and past project locations and complete references for those projects.

The JV reserves the right to review similar works completed by the Proponent and contact sources that may or may not appear in your references or submission.

### **4. General Conditions**

#### **4.1. No JV Obligation**

This RFEI / SOQ is not a tender and does not commit the JV in any way to pre-qualify a preferred proponent(s), or to proceed to negotiations for an agreement, or to award any agreement. The JV reserves the complete right to, at any time, reject all Statements of Qualifications, and to terminate this RFEI / SOQ process.

#### **4.2. Proponent's Expenses**

Proponents are solely responsible for their own expenses in preparing and submitting a Statement of Qualifications. The JV and its representatives, agents, consultants and advisors will not be liable

to any Proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Statement of Qualifications, or participating in subsequent proposal requests, negotiations for an agreement, or other activity related to or arising out of this RFEI / SOQ.

4.3. No Agreement

By submitting a RFEI / SOQ and participating in the process as outlined in this request, Proponents expressly agree that no agreement of any kind is formed under, or arises from this RFEI / SOQ.

4.4. Conflict of Interest

A Proponent shall disclose in its RFEI / SOQ any actual or potential conflicts of interest and existing business relationships it may have with the JV, its elected or appointed officials or employees. The JV may rely on such disclosure.

4.5. Solicitation of JV Staff

Proponents and their agents will not contact any member of the JV staff with respect to this RFEI / SOQ, other than the JV Representative, at any time prior to the award of an agreement or the cancellation of this request for RFEI / SOQ.

4.6. Confidentiality

All RFEI / SOQ's become the property of the JV and will not be returned to the Proponent. All RFEI / SOQ's will be held in confidence by the JV unless otherwise required by law.

5. **Evaluation Criteria**

Proponents should ensure that they fully respond to all criteria in order to receive full consideration during evaluation. Responses meeting mandatory requirements will be further assessed and scored against the desirable criteria. Proponent shall provide information in the same sequence as listed to assist in evaluation process.

5.1. Mandatory Criteria

The following are mandatory requirements. Responses not clearly demonstrating that they have satisfied these criteria will receive no further consideration during the qualifications review process.

<b>Mandatory Criteria</b>
A. The Response must be received at the closing location by the specified closing date and time.
B. The Response must be in English and must not be sent by facsimile. At least (1) copy of the Response must be submitted.

C. Response must include a cover letter substantially similar to the cover letter set out in Appendix A and the cover letter must be signed, by a person authorized to sign on behalf of the Proponent and to bind the Proponent to the statements made in the Response to this RFEI / SOQ.
D. Proponent must not have been issued "Default Notice" or similar termination by Owner as described in CCDC General Condition 7.1 - "Owner's right to perform the work, terminate the Contractor's right to continue with the work or terminate the contract" within past 3 years for any public sector or private client.
E. Proponent must not have had any contractual dispute proceed to litigation with the JV or any of its agents within the past 5 years.
F. Minimum annual value of self performed civil work (earthworks and utility works), excluding structural work of \$55 million - attach letter from Accountant
G. Minimum General Commercial Liability insurance of \$5 million - attach insurance policy
H. Minimum \$10 million for Labor and Materials Bond and Performance Bond capacity - attach letter from bonding company.
I. Proponent is financially stable and in good standing with their financial institution - attach letter from principal financial institute.

5.2. Desirable Criteria on Proponent's Corporate Profile and Experience

The following desirable criteria will be evaluated on a point-based system.

<b>Corporate Profile and Experience</b>	
<b>Profile</b>	<b>Max. Score</b>
Proponent has been in business three or more years but less than ten years (1 point). Company has been in business ten or more years (2 points). Attach proof of Incorporation.	2
Proposed minimum number of workers who will be working on this project directly to complete this project, excluding office staff and sub-contractor. (more than 15 employees = 3 points; 10 -15 employees = 2 points; and less than 10 employees = 1 point).	3
Does the Proponent hold a Certificate of Recognition from WorkSafe BC? (yes = 1 point; no = 0 point)	1
The Project Manager* assigned to the project has more than 10 years of experience (2 Points), between 5 to 10 years of experience (1 point), less than 5 years of experience (0 points). Attach resume of Project Manager.	2
The Superintendent* assigned to the project has more than 10 years of experience (2 Points), between 5 to 10 years of experience (1 point), less than 5 years of experience (0 points). Attach resume of Superintendent.	2
Annual revenue: Less than \$80 million (1 points). More than \$80 million (2 points).	2



Proponent has performed minimum 2 similar land development related / municipal utility (water, sanitary, storm) infrastructure projects, with tender values between \$8 million to \$12 million per project, over the last 5 years. Less than 2 projects (0 points); 2 projects (2 points); 3 projects (3 points), 4 or more projects (4 points)	4
Number of wetland / detention ponds constructed in the Lower Mainland in the last 5 years, 2 or less (1 point) more than 2 (2 points)	2

\*The listed project manager and superintendent must be available for work full time for the contract duration.

5.3. Additional Criteria on Proponent's Reference Check

The following criteria will be evaluated on a point-based system. **Three reference checks will be performed. A minimum of 5 points from a possible 8 per reference is required to pass.**

Reference Check Criteria					
Criteria	Response	Points	Reference No. 1	Reference No. 2	Reference No. 3
Maintained schedule as stated in contract.	No (quite late)	0			
	Close	1			
	Yes	2			
Worked cooperatively with owners and the general public.	No	0			
	Somewhat	1			
	Yes	2			
Quality of work	Poor:	0			
	Fair:	1			
	Good:	2			
Was responsive to enquiries and demonstrated ability to problem solve	No	0			
	Somewhat	1			
	Yes	2			

**The Proponent must pass Section 5.1, 5.2 and 5.3 to be shortlisted.**



**REQUEST FOR EXPRESSIONS OF INTEREST  
AND STATEMENTS OF QUALIFICATIONS**

**SUBMITTED TO:** CH LATIMER LAKE COMMUNITY POND JV INC. – c/o APLIN &  
MARTIN CONSULTANTS LTD.

**ADDRESS:** 201 - 12448 – 82 Avenue, Surrey BC V3W 3E9

**SUBMITTED BY:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**NAME OF PROJECT:** LATIMER LAKE STORMWATER TRUNK INFRASTRUCTURE, WETLAND,  
AND PARK IMPROVEMENTS.

**REFERENCE NO.:** 19-016

**PROPONENT'S REQUEST FOR EXPRESSION OF INTEREST / STATEMENT OF QUALIFICATIONS**

A completed Request for Expression of Interest / Statement of Qualifications is required in advance of an Invitation to Tender in order to establish whether the Proponent possesses the capacity, skill and experience necessary for the faithful performance of the work. Proponent may supplement information requested with additional sheets if required.

**REFERENCE NO. 19-016**

**PROJECT TITLE AND LOCATION:** Latimer Lake Stormwater Trunk Infrastructure, Wetland, and Park Improvements, Located in Surrey, BC.

**1. Proponent Identification**

1.1 Full Legal Name of Proponent: \_\_\_\_\_

1.2 Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

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

Email: \_\_\_\_\_

1.3 Corporation  Partnership / Joint Venture  Individual

1.4 If Corporation / Partnership / Joint Venture, year incorporated / organized: \_\_\_\_\_

1.5 Names and addresses of authorized signatories:

_____	_____
_____	_____
_____	_____

**2. Mandatory Criteria**

**Initial in the box beside each item to confirm meeting the Mandatory Criteria**

Mandatory Criteria	Initial
A. The Response must be received at the closing location by the specified closing date and time.	
B. The Response must be in English and must not be sent by facsimile. At least (1) copy of the Response must be submitted.	
C. Response must include a cover letter substantially similar to the cover letter set out in Appendix A and the cover letter must be signed, by a person authorized to sign on behalf of the Proponent and to bind the Proponent to the statements made in the Response to this RFEI / SOQ.	
D. Proponent must not have been issued "Default Notice" or similar termination by Owner as described in CCDC General Condition 7.1 - "Owner's right to perform the work, terminate the Contractor's right to continue with the work or terminate the contract" within past 3 years for any public sector or private client.	
E. Proponent must not have had any contractual dispute proceed to litigation with the JV or any of its agents within the past 5 years.	
F. Minimum annual value of self performed civil work (earthworks and utility works), excluding structural work of \$55 million - attach letter from Accountant	
G. Minimum General Commercial Liability insurance of \$5 million - attach insurance policy	
H. Minimum \$10 million for Labor and Materials Bond and Performance Bond capacity - attach letter from bonding company.	
I. Proponent is financially stable and in good standing with their financial institution - attach letter from principal financial institute.	

**3. Additional Criteria**

1. How many years has your company been in business? \_\_\_\_\_
2. Please indicate the number of workers who will be working on the project directly. \_\_\_\_\_
3. Does the Proponent hold a Certificate of Recognition from WorkSafe BC? \_\_\_\_\_

4. Please provide the Project Manager who will be working on this project and attach his / her resume.

Name	Years of Experience

5. Please provide the Superintendent who will be working on this project and attach his / her resume.

Name	Years of Experience

6. Please provide the annual revenue of the Proponent for 2020 in a letter prepared by your corporate accountant.

7. Please list the land development related / municipal (water, sanitary, storm) infrastructure projects, with tender values between \$8 million to \$12 million per project, over the last 5 years.

Year Completed	Owner	Project Name	Project Duration (Months)	Project Value (\$ million)

8. Number of wetland / detention ponds constructed in the Lower Mainland in the last 5 years, 2 or less (1 point) more than 2 (2 points)

Owner	Location	Value

9. Please provide three (3) references.

Developer or Municipality and Project Name	Name	Contact Number

**4. Additional Information**

There are no specific points for this section. Provide information that may assist in proper evaluation. Use separate sheets if necessary.

What other information is not requested here but which you think the review committee should consider in evaluating your company?

*Comments:* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed on this \_\_\_\_\_ date of \_\_\_\_\_ 20\_\_  
at \_\_\_\_\_  
in the province of British Columbia.

Signature(s) of Authorized Representative(s):  
\_\_\_\_\_  
\_\_\_\_\_

Name(s) of Authorized Representative(s):  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX A  
Response Covering Letter**

Letterhead or Proponent's name and address

Date:

Aplin & Martin Consultants Ltd.  
201 – 12448 – 82 Avenue  
Surrey BC V3W 3E9

Email: [jrobbie@aplinmartin.com](mailto:jrobbie@aplinmartin.com)

Attention: John Robbie, P.Eng.

Subject: REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS  
LATIMER LAKE STORMWATER TRUNK INFRASTRUCTURE, WETLAND, AND PARK  
IMPROVEMENTS.

The enclosed Response is submitted in response to the above-referenced RFEI / SOQ.

We have carefully read and examined the RFEI / SOQ and have conducted such other investigations as were prudent and reasonable in preparing the Response. We are authorized to submit this Response on behalf of the Proponent.

Yours truly,

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Legal Name of Proponent: \_\_\_\_\_

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

**APPENDIX B**  
**Registration / Intent to Respond to RFEI / SOQ**  
**CH LATIMER LAKE COMMUNITY POND JV INC.**  
**LATIMER LAKE STORMWATER TRUNK INFRASTRUCTURE, WETLAND, AND PARK IMPROVEMENTS**  
**Reference No. 19-016**

For any further distributed information about this RFEI / SOQ, please return this form by email as soon as possible to:

**Attention: John Robbie, P.Eng.**

Aplin & Martin Consultants Ltd.

201 – 12448 – 82 Avenue

Surrey BC V3W 3E9

Phone: 604-597-9058

Email: [jrobbie@aplinmartin.com](mailto:jrobbie@aplinmartin.com)

Company: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

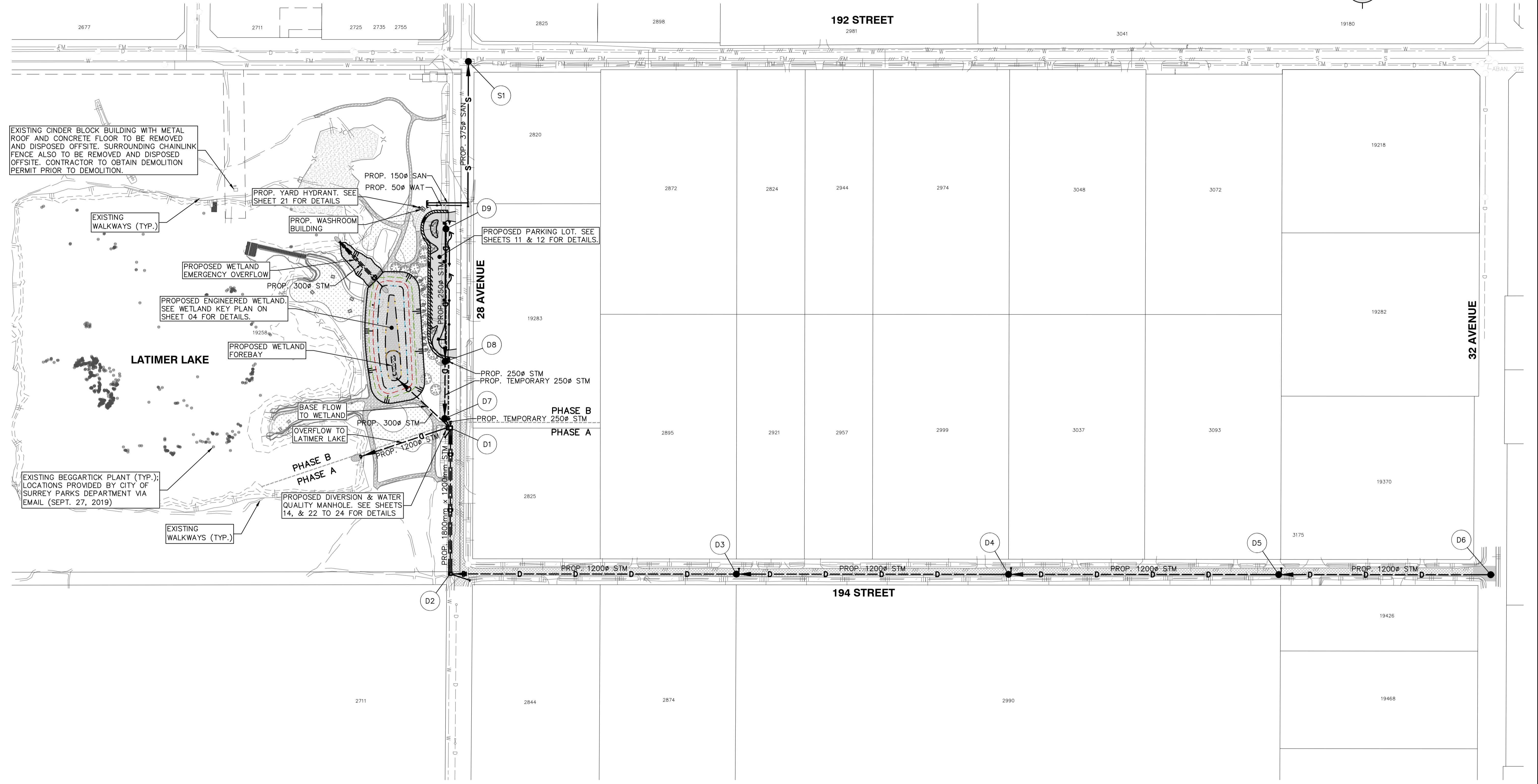
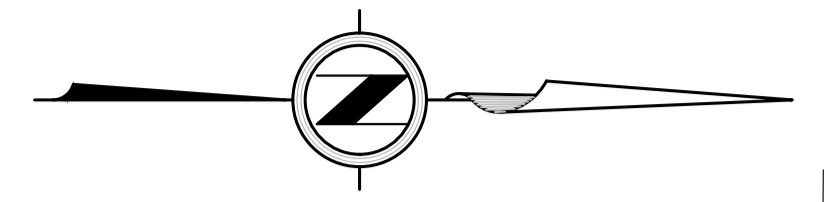
Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

**APPENDIX C**  
**Overall Key Plan**





**APLIN MARTIN**  
 ENGINEERING ARCHITECTURE PLANNING SURVEYING

201 - 12448 82 Avenue, Surrey, B.C. Canada V3W 3E9  
 Tel: (604) 597-9058, Fax: (604) 597-9061, Email: general@aplinmartin.com

CLIENT:  
**CH LATIMER COMMUNITY POND JV INC. (1209478 INC.)**  
 SUITE 1500 13450 102 AVENUE, SURREY, BC V3T 5X3

PROJECT:  
**LATIMER LAKE STORMWATER TRUNK INFRASTRUCTURE, WETLAND, AND PARK IMPROVEMENTS**  
 194 STREET & 28 AVENUE

The location of existing underground utilities are shown in an approximate way only & have not been independently verified by the owner or its representative. The contractor shall determine the exact location of all existing utilities before commencing work, and agrees to be fully responsible for any and all damages which might be occasioned by the contractor's failure to exactly locate and preserve any and all underground utilities.

TITLE:  
**KEY PLAN - OVERALL**

PROJECT NO.  
**7819-0219-00**

DRAWING NO.  
**19-016 - 03**

SCALE:  
 HORZ. 1:1500  
 VERT. N/A

A & M DRAWING NO.  
**19-016 - 03**

DESIGN: KO CHECK: GSP  
 DRAWN: PM APPR: JR

A & M FILE:  
**19-016**

DRAWING DATE:  
**MARCH, 2019**

SHEET NO. REV.  
**03 of 36 10**