



BC Housing

RFQ No.1070 - 0708/508

REQUEST FOR QUALIFICATIONS

CONSTRUCTION MANAGEMENT SERVICES

At

VARIOUS LOCATIONS IN THE PROVINCE OF BRITISH COLUMBIA

Direct all inquiries to:

James Weldon

Senior Manager, Building Standards

jweldon@bchousing.org

and

Sy Mishra

Procurement Manager

smishra@bchousing.org

SUMMARY OF KEY INFORMATION

- 1. Request for Qualifications Content:** This RFQ contains three parts:
Part A - Requirements.
Part B - Administration.
Part C - Contract Terms and Conditions.
- 2. Document pick-up** This RFQ document package will be available to respondents after 2.00p.m on Wednesday, December 12 , 2007, at the office of BC Housing:
British Columbia Housing Management Commission
Home Office, Suite 601-4555 Kingsway, Burnaby, BC V5H 4V8
All respondents are required to provide complete contact information (contact name, address, phone number, e-mail) before obtaining a copy of this RFQ document.
- 3. Respondents' Information Meeting:** **No mandatory** information meeting will be held for all Respondents:
- 4. Delivery of Submissions** Deliver three (3) copies of the Response, and seal in an envelope, noting on the envelope the Respondent's name and address, the RFQ number and the closing date and time. No oral (by telephone or otherwise) or written unsealed Response(s) (by telegraph, facsimile, or otherwise) will be accepted for the original submission. All submissions must be received not later than Closing Time, which will be the time shown on BC Housing's clock. All Responses must be properly signed, dated and sealed. Where a Respondent is a corporation have the Responses signed with the legal name of the corporation followed by the legal signature and capacity of an officer authorized to bind the corporation into the Contract. Where a Respondent is a partnership, have the Response form signed by the general partner or the partner with the authority to bind all partners. Where the Respondent is a sole proprietor, have the Response signed by the proprietor and witnessed.
Responses that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind may be declared informal and rejected.
TO: British Columbia Housing Management Commission,
Home Office,
Suite 601 - 4555 Kingsway, Burnaby BC, V5H 4V8
- 5 Closing Time:** **2:00:00 PM, Local Time, Tuesday, January 15, 2008**
Late Response submissions will not be accepted and will be returned unopened to the Respondent.
- 6 Direct all Inquiries in writing to:** **Questions shall be answered no later than 12:00 p.m., on Jan 04, 2008 by submitting a written request to:**
James Weldon, Senior Manager, Building Standards at jweldon@bchousing.org and Sy Mishra, Procurement Manager at smishra@bchousing.org .
All responses will be confirmed by e-mail and/or writing to all Respondents by an amendment process.

TABLE OF CONTENTS

PART A – REQUIREMENTS 3

1. INTRODUCTION AND SCOPE: 3

2. PREPARATION AND SUBMISSION: 5

3. SUBMISSION FORMAT: 6

4. EVALUATION CRITERIA & PROCEDURES: 6

PART B - ADMINISTRATION 9

1. TERMS AND CONDITIONS: 9

2. CONFIDENTIALITY AND SECURITY: 10

APPENDICES

- A. CONSTRUCTION MANAGEMENT AGREEMENT
- B. BC HOUSING DESIGN TENDER SUPPLEMENTARY GENERAL CONDITIONS TO CCDC2-1994 STIPULATED PRICE CONTRACT (SAMPLE)
- C. MAJOR CONSTRUCTION PROJECTS COMPLETED
- D. RELATED CONSTRUCTION PROJECTS COMPLETED
- E. ONGOING MAJOR CONSTRUCTION PROJECTS
- F. CONSTRUCTION MANAGEMENT FEE PROPOSAL FORM
- G. RECEIPT CONFIRMATION FORM
- H. MOU BETWEEN BC HOUSING AND THE CITY OF VANCOUVER (THE CITY) DATED OCT. 29, 2007

PART A – REQUIREMENTS

1. INTRODUCTION AND SCOPE:

1.1 BC Housing:

- 1.1.1 BC Housing was established as an agency of the Province of British Columbia in 1967 to manage provincial and federal-provincial housing and property. In all its programs and activities it is accountable to the provincial ministry responsible for housing.
- 1.1.2 The Provincial Rental Housing Corporation (PRHC) is the land holding corporation for provincially owned social housing. BC Housing administers PRHC, which buys, holds and disposes of properties, and leases residential properties to non-profit societies and co-operatives.
- 1.1.3 When British Columbia Housing Management Commission enters into an agreement on its own behalf it is also acting as agent for the Provincial Rental Housing Corporation. All terms and conditions of an agreement are for the benefit of both the British Columbia Housing Management Commission and the Provincial Rental Housing Corporation and may be enforced against the other party(ies) to this agreement in the name of the British Columbia Housing Management Commission or the Provincial Rental Housing Corporation or both.
- 1.1.4 BC Housing provides affordable housing to families, seniors and disabled persons of varied cultural and ethnic backgrounds. During the performance of a task, contractors and their employees may be required to work in a sensitive environment.
- 1.1.5 BC Housing requires all contractors and their employees to treat all people working and/or living at the work site with respect.

1.2 Purpose and Timeframe:

Purpose: The purpose of this Request For Qualifications (RFQ) is to pre-qualify Construction Managers for inclusion onto a roster of Qualified Firms with specific experience in construction management services.

Timeframe: Qualified Firms selected from the roster will be requested to provide pre-construction services within 30 days following the Closing Date of this RFQ, with on-site construction expected to start on some sites by November, 2008.

1.3 RFQ Terminology: Throughout this RFQ, terminology is used as follows:

- 1.3.1 **Province:** Province refers to Her Majesty the Queen in right of the Province of British Columbia.
- 1.3.2 **British Columbia Housing Management Commission:** The British Columbia Housing Management Commission may be referred to throughout this document as “BCHMC”, and/or “BC Housing”.
- 1.3.3 **Provincial Rental Housing Corporation:** The Provincial Rental Housing Corporation may be referred to throughout this document as “PRHC”.
- 1.3.4 **Government Agency, Public Body, Non-Profit Organization and/or Co-operative:** An organization that is part of, and/or funded (in whole or in part) by the Province of British Columbia, (and/or approved for inclusion). **Request for Qualifications (RFQ):** An invitation to Respondents to offer their services for the purposes and requirements as requested and/or specified in this document and includes all of its attachments.
- 1.3.6 **Response:** The written response refers to a statement of information that complies with the form and content requirements of this Request for Qualifications.
- 1.3.7 **Respondent:** The company and/or individual submitting a Response under the terms and conditions of this RFQ.
- 1.3.8 **Vendor, Supplier or Contractor:** These terms are synonymous and refer to the successful Respondent.

1.3.9 Contract: The legally executed agreement between the Respondent and the Client.

1.3.10 “Shall,” “Mandatory” or “Required”: A requirement that shall be met in an unaltered form in order for the Response to receive consideration.

1.3.11 “Should” or “Desirable”: A requirement having a significant degree of importance to the objectives of the RFQ.

1.3.12 Construction Management Services: Construction Management Services provide design review, cost estimating and scheduling services during the design development and contract document preparation and construction management services during the on site construction phase of the building development process. These services will be utilized on projects at various stages as deemed appropriate by BC Housing and or Non profit Housing providers . The form of contract used may vary depending the specific circumstances of a project and may include: Stipulated Sum, Construction Management, Construction Management or Design Build.

1.4 **General:**

The Construction Management Services Request for Qualifications will pre-qualify Respondents to be contacted on an “as required” basis, for projects funded by BC Housing.

1.5 **Scope:**

The Development Services branch at BC Housing is responsible for coordinating the development of affordable housing projects throughout the Province in partnership with non-profit housing providers. The scope of projects varies widely, with values ranging from \$0.5 million to \$15 million or more.

The most current opportunity involves the development of social and supportive housing on municipally owned sites in several cities in the province, including 12 sites in the City of Vancouver. In order to expedite the development of these projects Architects have been selected, and are currently providing preliminary design services for the sites.

Construction Management companies successfully qualifying for this roster will be primarily working on the following sites, noted below:

Site	# of units	Architectural Firm Assigned
505 Abbott Street	120	Gomberoff Bell Lyon Architects
1721-23 Main Street	80	Gomberoff Bell Lyon Architects
1233-51 Howe Street	100	Gomberoff Bell Lyon Architects
590 Alexander Street	100	Gomberoff Bell Lyon Architects
606 Powell Street	100	Neale Staniszki Doll Adams Architects
1308 Seymour Street	100	Neale Staniszki Doll Adams Architects
1607-15 West 7 th	80	Neale Staniszki Doll Adams Architects
675-691 E Broadway	100	Neale Staniszki Doll Adams Architects
1134 Burrard Street	100	DYS Architecture
3588-96 West 16 th & 3212-28 Dunbar	50	DYS Architecture
1050 Expo Boulevard	100	DYS Architecture
215-225 West 2nd	100	DYS Architecture

Projects will primarily be of concrete high- rise construction and will include amenity space and administrative offices in addition to the housing units. Non-residential uses (commercial, retail and social services) may occupy the ground floors.

BC Housing requires that all the Projects be designed to be low Green House Gas neutral (as defined by BC Housing) and to achieve LEED® Gold certification.

BC Housing is focused on selecting construction management companies who have the knowledge, skills and experience to provide construction management and general contractor services for construction of concrete high-rise structures that will incorporate a high level of energy efficient design.

Schedule:

The following is a preliminary schedule for the 12 City of Vancouver sites:

Consideration of MoU by BC Housing's Executive Committee	Nov. 7, 2007
Council to receive MoU for referral to a public meeting	Nov. 13, 2007
Public Meeting for consideration of MoU by City Council	Dec. 12, 2007
RFQ's issued for Sponsors, Service Providers and contractors	Dec. 2007
Selection of Sponsors, Service Providers and contractors for the Sites	Jan. 2008
Initiation of Public Consultation	Feb. 2008
Development Permit Application Submissions	March 2008
Development Permit Board meetings	June 2008
Approval of Funding to build and operate the Projects	June 2008
Council approval of lease terms, etc.	July 2008
Approval of Building Permits	Sept. 2008
Commencement of Construction for First 6+ Projects	Late 2008

Form of Contract:

The Project delivery method will be CM at Risk rolled into CCDC2 Design-Tender form of Contract. Pre-construction services will be procured using BC Housing's Construction Management Agreement (Appendix A) with construction and post construction being delivered using CCDC2 Stipulated price contract amended by BC Housing's Design-Tender Supplementary General Conditions. (Appendix B)

Based on the review of the RFQ responses, BC Housing intends to add proponents onto an established List of Qualified Firms, who on an "as if and when requested" basis, may be contacted directly, or asked to compete to enter into a contract for the provision of the services, as described above. BC Housing will make the best efforts to provide notice in a timely manner prior to the pre-construction phase of a project.

1.6 Location:

The location(s) applicable for this RFQ are various sites throughout the Province.

2. PREPARATION AND SUBMISSION:

2.1 General: The submission procedures listed in this document shall be followed by all Respondents. Respondents are cautioned to read and follow the procedures required by this RFQ, carefully, as any deviation from these requirements may be cause for rejection.

2.2 Mandatory Requirements:**Bonding**

It is a mandatory requirement of responding that your company be able to be bonded to the requirements outlined below.

Is your surety company prepared to provide a prequalification letter confirming the following:

- 1) That your company has done work of this **type** before, and has been bonded accordingly.
- 2) That your company has also done work of this **size** before, and has been bonded accordingly.

If you can respond affirmatively to both requirements above, a letter from your surety company stating they will provide positive bonding support within a specified range of project types and sizes must be included in your submission.

2.3 Closing Date: Responses shall be received by:

2:00:00 PM, Local Time, Tuesday January 15, 2008

and submitted to:

**British Columbia Housing Management Commission
Home Office,
Suite 601 - 4555 Kingsway,
Burnaby BC, V5H 4V8**

- 2.4 Deadline for Inquiries:** Respondents are encouraged to submit their questions to BC Housing of clarification is required. All questions with respect to this RFQ are to be submitted via e-mail to jweldon@bchousing.org and smishra@bchousing.org no later than 12:00 p.m., on Jan 04, 2008.
- 2.5 Late Submissions:** Late Response submissions shall not be accepted and shall be returned, unopened, to the Respondent.
- 2.6 Qualification Results:** Once the evaluation process has been completed, BC Housing will endeavour to inform Respondents as to whether they have been deemed a qualified firm, approximately one (1) month following the Closing Date.

3. SUBMISSION FORMAT:

All copies of the Responses shall be presented in the following format:

- 3.1 THE TITLE PAGE:** Showing the RFQ number, closing date and time, Respondent's telephone number, e-mail address, mailing address and contact person.
- 3.2 LETTER OF INTRODUCTION:** The letter will be one page Introducing the Respondent, and signed by a person(s) authorized to sign on behalf of, and bind the company to, statements made in response to this RFQ. Include a brief summary of the reasons the firm is qualified to provide construction management services. Note in particular the company's relevant project experience and the staff who would be assigned to the project.
- 3.3 LEGAL STRUCTURE OF CONTRACTOR:**
- Year established:
 - Joint Venture:
 - Corporation / Partnership / Registered /Sole Proprietor / Other
 - Names and Titles of Officers, Partners, Principals
- 3.4 TABLE OF CONTENTS:** Include Response section numbers, titles and page numbers.
- 3.5 GENERAL INFORMATION RE: FEE PROPOSAL REQUIREMENTS:**
- 3.5.1** The Construction Contract for projects will be a CCDC-2 1994 Stipulated Price Contract with BC Housing Design – Tender Supplementary General Conditions.

4. EVALUATION CRITERIA & PROCEDURES:

- 4.1 Submissions:** Respondents shall conform to the instructions given regarding Response Preparation and Submission as detailed in this RFQ to be considered for evaluation.
- 4.2 Evaluation Criteria:** The following criteria will be considered in the evaluation:

- 1 **Submission:** Submit Response using the following numbered sections for the Table of Contents, in relation to the RFQ requirements, including:

- 2 **Experience** Respondents are to state their relevant experience with construction projects of similar type and size for work performed within the last three (3) years for either BC Housing, the Province, or with non-profit housing providers. Preference will be given to contractors with previous experience developing affordable housing in partnership with non-profit societies. Respondents to complete Appendices C, D, E.

- 3 **Environmental Stewardship** Describe your firm's experience and any qualifications with respect to sustainable and environmental practices (such as LEED).

- Staff Resources** Provide specific names and titles of all appropriate staff who would be assigned to the construction management project for the following positions:
 - Project Manager
 - Site Superintendent
 - Construction EstimatorProvide resumes for each person that describes their technical or professional qualifications, work experience, background, availability, capacity, relevant professional development courses..
Briefly describe support staff or other personnel who would be assigned to the project.

- 4 **Methodology and Management** Describe construction management techniques, administration methods and quality/cost control methods as they would apply to this RFQ.

- 5 **Fees** Based on BC Housing's "Construction Management Agreement", please complete appendix F Construction Management Fee Proposal Form. Fees to be calculated and based on the described "typical project" description.

- 6 **Summary** Summarize briefly why your company should be approved for this Request For Qualifications. Include any noteworthy aspects not covered elsewhere. Your summary should be limited to three (3) pages.

- 7 **References** Submit a minimum of three (3) client references, for work of a similar nature completed in the last two (2) years, including the client representative's name, organization, position, telephone number, name and description of the project, construction value, year completed, and whether the project finished on time and on budget. References from non-profit clients would be desirable. Also include financial references listing the bank and applicable bonding company.
 - Bank Name
 - Location
 - Contact Person
 - Tel / Fax / Email
 - Bonding Company Name
 - Location
 - Contact Person
 - Te l / Fax / Email

- 4.3 **Roster:** The evaluation procedure will develop a roster of approved construction managers based on the stated criteria and obtained scores. The approved construction managers may be categorized by capacity, expertise, location etc., and may be assigned projects from the roster, (as explained in 1.2) on a rotating and on an “as if and when requested basis”, with no guarantee of the number of assigned projects, all at the sole discretion of BC Housing.

PART B - ADMINISTRATION**1. TERMS AND CONDITIONS:**

**All inquiries related to this Response shall be directed to:
Supply Chain and Contract Services at smishra@bchousing.org
AND Building Standards at jweldon@bchousing.org**

Information obtained from any other source is not official and may be inaccurate. Inquiries and responses will be recorded and may be distributed to all Respondents at the sole discretion of BC Housing.

- 1.1 Notification of Changes:** All recipients of this RFQ will be notified regarding any changes made to this document for purpose of clarification.
- 1.2 Changes to Response Wording:** The Respondent shall not change the wording of their Response after submission and no words or comments shall be added to the general conditions or details unless requested by BC Housing for purposes of clarification.
- 1.3 Freedom of Information:** Information contained in Responses submitted to BC Housing may become subject to disclosure under the Freedom of Information and Protection of Privacy Act, RSBC 1996. Pursuant to section 21 of the Act, BC Housing may be required to release information and/or records which do not satisfy all of the following three conditions.
- i. Information that would reveal either:
 - trade secret(s) of a third party, or;
 - commercial, financial, scientific or technical information of a third party.
 - ii. Information that is supplied implicitly or explicitly, in confidence; and
 - iii. Disclosure of the information could reasonably be expected to either:
 - Harm significantly the competitive position or interfere significantly with the negotiating position of a third party, or
 - Result in undue financial loss or gain to any person or organization.
- 1.4 Respondent's Expenses:** Prospective Respondents are solely responsible for their own expenses in preparing and submitting a Response and subsequent negotiations with BC Housing and/or the Province, if any.
- 1.5 Submissions as Part of a Contract:** Proposals may be negotiated with Proponents, and if accepted, may form part of any contract awarded. The successful Proponent may be requested to provide these services to other government agencies, public bodies and non-profit organizations as deemed applicable and acceptable by BC Housing, with each agency supplying their own contracts with specific Terms and Conditions
- 1.6 Acceptance of Submissions:** This RFQ should not be construed as a contract to purchase goods and/or services. Subsequent to the submission of Proposals, interviews and negotiations may be conducted with some of the Proponents, but there shall be no obligation to receive further information whether written or oral, from any Proponent nor to disclose the nature of any Proposal received. BC Housing shall not be obligated in any manner to any Proponent whatsoever until a written agreement has been duly executed relating to an approved Proposal.

BC Housing reserves the right to modify the terms of the RFQ at any time in its sole discretion.

BC Housing reserves the right to reject any or all Proposals and to accept any Proposal it considers advantageous. The lowest or any or all Proposal(s) may not be accepted if BC Housing determines, at its sole discretion and after appropriate investigation and evaluation that:

- i) the financial or business references are, in the opinion of BC Housing, unsatisfactory; OR

- ii) the Proponent, or any company with whom the Proponent is or has been associated, has performed work for BC Housing in the previous two (2) years in an unsatisfactory way; OR
- iii) in the opinion of BC Housing, the Proponent appears to be unable to fully and properly perform its contractual obligations during the whole life of the contract; OR
- iv) the RFQ must be cancelled due to financing problems or changing economic circumstances; OR
- v) information becomes available after RFQ closing which significantly changes the scope or extent of the project; OR
- vi) the bid(s)/ Proposal(s), or any of the bid(s)/ Proposal(s), exceed the RFQ spending approval; OR
- vii) less than three (3) bid(s)/ Proposal(s) were received.

1.7 Liability for Errors: While BC Housing has used considerable efforts to ensure an accurate representation of information in this RFQ, all prospective Proponents are urged to conduct their own investigations into the material facts. BC Housing shall not be held liable or accountable for any error or omission in any part of this RFQ.

1.8 Acceptance of Terms: All the terms and conditions of this RFQ are assumed to be accepted by the Proponent and incorporated in its Proposal, except those conditions and provisions which are expressly excluded by the Proposal.

2. CONFIDENTIALITY AND SECURITY:

- 2.1** This document, or any portion thereof, may not be used for any other purpose other than the submission of Responses.
- 2.2** The successful Respondent must agree to maintain security standards consistent with security policies of BC Housing. These may include, but not be limited to, strict control of access to data and maintaining confidentiality of information gained while carrying out their duties.
- 2.3** Information pertaining to BC Housing obtained by the Respondent as a result of participation in this project is confidential and must not be disclosed without written authorization from BC Housing.