



Elk Valley Trail

REQUEST FOR EXPRESSIONS OF INTEREST

TRAIL CONSTRUCTION CONTRACTORS

ELK VALLEY TRAIL 2016

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1. Introduction

The Elk Valley Trail Committee (EVTC) is establishing a list of prequalified contractors specializing in recreation trail construction who may be invited to bid on trail construction, trail upgrade, and trail signage installation contracts during the 2016 construction season (May to late-fall).

1.1. Project Description

The proposed Elk Valley Trail will connect the communities of the Elk Valley between Elko and Elkford. The completed trail will become an operational section of the Trans Canada Trail. The project is a joint initiative of the Fernie Trails Alliance, the District of Sparwood, and the District of Elkford. The EVTC, made up of representatives from each of the above organizations, will oversee the project. Project management services have been delegated to an independent project management consultant.

The total distance of the connected trail is approximately 146 km and will involve construction of approximately 49 km of new trail sections, upgrades to approximately 30 km of existing trail sections, and installation of trail signage on 67 km of roadway and utility right-of-way that will connect sections of trail.

The Elk Valley Trail initiative is funded by granting agencies with the condition that 90% of the work is complete by October 31st, 2016.

2. Contractor Instructions

2.1. Submission Format

Submissions should contain the following information, listed in the following order:

a) Business Profile

- Contact Info: Name, address, telephone number, email address;
- Number of years in business;
- Types of services offered.

b) Capability

- Size and composition of workforce;
- Equipment, tools, and facilities available;
- Financial stability;
- Insurance coverages; (provide proof of insurance coverages as attachments/appendices - minimum \$2,000,000 per occurrence comprehensive

general liability insurance and valid registration with WorkSafe BC in the form of a clearance letter);

- Availability and time commitments made for the 2016 construction season.

c) Personnel

- Identify key personnel by position/title;
- Include brief resumes for each team member that indicates their knowledge, qualifications and experience in the field of trail works.

d) Experience

- Provide a list of all contracts held in the past three years where the works/services included one or more of the following components: machine-built trail construction, hand built trail construction, trail maintenance, trail assessment, trail design and layout, bridge construction, culvert installation, sign installation, danger tree assessment and removal, land reclamation, road construction & deactivation, wildfire control etc. For trail projects, describe the type of trail that was worked on (i.e. cross country mountain biking, downhill mountain biking, hiking, surfaced accessible trail, rail trail etc.).

e) Safety and Environmental Programs

- Provide an overview of the company's safety and environmental programs as they relate to conducting trail construction activities in semi-remote and environmentally sensitive areas.

f) References

- Provide a list of names, position, organization, addresses, and telephone numbers and e-mail addresses of client references for which similar works/services were performed in the last five years.

2.2. Submission Delivery Methods

Firms interested in being evaluated for inclusion on the list of prequalified contractors are invited to submit Expressions of Interest to:

Elk Valley Trail Committee
c/o
Cordillera Technical Services
351 Caldwell Street, Kimberley, BC
V1A 1G2
Cordillera.tech@gmail.com

Submissions will be accepted in digital format at the above e-mail address or in hard copy at the above physical address. For digital submissions please quote the name of the contractor followed by "Expression of Interest – Trail Construction Contractors" in the subject line. Receipt

of e-mailed submissions will be acknowledged with a reply e-mail. For hard copy submissions please quote "Expression of Interest – Trail Construction Contractors" on the face of the envelope.

2.3. Closing Date and Time

Submissions must be received by no later than **4:00 p.m. Mountain Daylight Time on Friday, May 6, 2016.**

2.4. Contact Person

All inquiries related to this Request for Expressions of Interest are to be directed to:

Jeff Volp, Project Manager
Cordillera Technical Services
250-908-0459
Cordillera.tech@gmail.com

2.5. Addendum

Any addendum related to this Request for Expressions of Interest will be posted on the BC Bid[®] website at <http://www.bcbid.gov.bc.ca/open.dll/welcome?language=En>.

2.6. Ownership of Submissions

All Expression of Interest submissions become the property of the Elk Valley Trail Committee and will be held in confidence subject to the provisions of the Freedom of Information and Protection of Privacy Act.

2.7. Results

The results of this Request for Expressions of Interest will be communicated to all contractors that submit responses.

3. Evaluation of Submissions

3.1. Mandatory Criteria

Expression of Interest submissions will be evaluated against the mandatory criteria described in Table 1. Submissions that do not meet the minimum criteria will not receive further consideration.

Table 1. Mandatory Criteria

MANDATORY CRITERIA	
a)	Expression of Interest submissions must be received by the closing date and time as described in Section 2.3 of this Request for Expression of Interest;
b)	Submissions must be in English;
c)	Submissions must contain a letter from the contractor's insurer stating that the contractor has or has the ability to obtain \$2,000,000 per occurrence comprehensive general liability insurance covering all operations of the contractor;
d)	Submissions must contain evidence that the contractor has valid registration with WorkSafe BC (in the form of a clearance letter) or has applied for WorkSafe BC coverage (provide copy of application confirmation).
e)	Submissions must include contractor information that is provided in substantially the same format as described in Section 2.1, Submission Format.

3.2. Desirable Criteria

Expression of Interest submissions will be evaluated and ranked against the desirable criteria described in Table 2.

Table 2. Desirable Criteria

DESIRABLE CRITERIA	
a) Business Profile	5%
b) Capability	20%
c) Personnel	20%
d) Experience	45%
e) Safety and Environmental Programs	5%
f) Organization and clarity of submission	5 %
TOTAL:	100%

Note: references may be contacted to verify information contained in submissions.

4. Use of List of Prequalified Contractors

- a) The list of prequalified contractors will remain in effect until December 31, 2016.
- b) It is the intent of the EVTC to use the list of prequalified contractors when selecting firms to undertake work on the Elk Valley Trail. The criteria for selecting prequalified contractors for work on individual trail sections will vary depending on the specific

requirements of the applicable trail section and the contractor's demonstrated experience, knowledge, skills, and capacity to undertake the work.

- c) Prequalified contractors may be contacted on an "as, if, and when requested" basis and may be contracted directly or asked to compete on opportunities to provide trail work services.
 - d) It is anticipated that the trail contract tendering process will be initiated during the week of May 9th, 2016.
 - e) The EVTC may select a prequalified contractor from the list using one or more of the following methods:
 - i. If the estimated contract value is less than \$50,000, the EVTC may directly invite a prequalified contractor to provide a quotation based on specified requirements of the services or works with the intent to enter into contract negotiations with that prequalified contractor;
 - ii. If the estimated contract value is \$50,000 or more and more than one prequalified contractor is available who has the necessary qualifications to carry out the service or work based on the EVTC's specific assessment of the qualifications, the EVTC may use a competitive selection process between a minimum of three (if available) prequalified contractors that evaluates each prequalified contractor's proposed approach, pricing, or other elements required for the services or work;
 - iii. If the estimated contract value is \$50,000 or more and it is determined by the EVTC that only one prequalified contractor is available to undertake the services or works, or has the necessary qualifications to carry out the services or works required for a specific trail section, the EVTC may directly invite a prequalified contractor to provide a quotation based on availability and on specified requirements of the services or works with the intent to enter into contract negotiations with that prequalified contractor.
 - f) The EVTC has the sole discretion to remove a prequalified contractor from the list for unsatisfactory performance in a contract.
 - g) The EVTC has no obligation to enter into a contract with any one or more prequalified contractors or to invite any one or more prequalified contractor to participate in competitive processes for a contract.
 - h) The EVTC reserves the right to:
 - i. Provide contract opportunities to prequalified contractors on a rotational basis where practical;
 - ii. Employ open competitions that include suppliers external to the list of prequalified contractors;
 - iii. At any time, cancel, extend, expand or renew the list of prequalified contractors.
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Note: Submission of a response to this Request for Expressions of Interest does not guarantee inclusion on the resulting list of prequalified contractors. The EVTC reserves the right to limit the number of prequalified contractors invited to compete on subsequent contracts.