



**COWICHAN VALLEY REGIONAL DISTRICT**

**REQUEST FOR QUALIFICATIONS  
CS-KPR/CLR-001-17**

**Kerry Park Recreation Centre and Cowichan Lake Sports Arena  
Refrigeration Upgrades**

**Re: New Plate and Frame Chillers**

**SUMMARY**

**Closing Date:** Wednesday, February 8, 2017  
**Time:** 2:00 pm  
**Location:** Cowichan Valley Regional District  
175 Ingram Street  
DUNCAN, BC V9L 1N8  
**Attention:** Jim Wakeham, Manager, Facilities & Transit

**Bidder:**

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Name of Firm

Contact Name

This form must be returned with your qualifications.



## COWICHAN VALLEY REGIONAL DISTRICT

### REQUEST FOR QUALIFICATIONS CS-KPR/CLR-001-17

## Kerry Park Recreation Centre and Cowichan Lake Sports Arena Refrigeration Upgrades

### Re: New Plate and Frame Chillers

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## 1.0 INSTRUCTION TO PROPONENTS

The Owner, the Cowichan Valley Regional District (CVRD), is accepting offers from qualified contractors to be included in a **pre-qualification list** for the tender of new plate and frame chillers at the Kerry Park Recreation Centre and Cowichan Lake Sports Arena. This qualification must be sealed, signed and clearly marked **CS-KPR/CLR-001-17 Kerry Park Recreation Centre and Cowichan Lake Sports Arena Refrigeration Upgrades, New Plate and Frame Chillers**.

Kerry Park Recreation Centre and Cowichan Lake Sports Arena contractor qualifications will be received by the CVRD by hand, mail delivery or email up to the close time and date stated in this document. If contractors choose to submit their proposal by email, contractors should follow up with the CVRD contact person noted below to ensure the proposal was received.

Except as expressly and specifically permitted in these instructions, no proponents shall have any claim for any compensation of any kind whatsoever as a result of participating in the RFQ. By submitting a proposal, each proponent shall be deemed to have agreed that it has no claim.

This submission is open to General Contractors with subcontractors that have experience in all the areas itemised in this request.

## 2.0 INTENT

The CVRD intends to tender the New Plate and Frame Chillers in mid to late February 2017, and will be inviting pre-qualified contractors to tender the arenas' refrigeration upgrade work. This work includes the following:

- Removal of the existing shell and tube chillers at both arenas.
- Installation of the one new plate and frame chiller at Cowichan Lake Sports Arena and two plate and frame chillers at Kerry Park Recreation Centre.

A short list of prequalified tenders will be made by the CVRD based on the RFQ submission.



### **3.0 The anticipated schedule for the work is as follows:**

- 3.1 Completion of this RFQ by February 8, 2017.
- 3.2 Tender release February 15, 2017.
- 3.3 Tender site meeting (visit both arena sites) on February 21, 2017, starting at 11 a.m.
- 3.4 Tender close March 1, 2017.
- 3.5 Approximate Tender award March 9, 2017.
- 3.6 Commence work on new plate and frame chiller at Cowichan Lake Sports Arena as early as May 23, 2017.
- 3.7 Commence work on new plate and frame chillers at Kerry Park Recreation Centre as early as May 23, 2017.
- 3.8 Complete work on new plate and frame chiller at Cowichan Lake Sports Arena by July 10, 2017.
- 3.9 Complete work on new plate and frame chillers at Kerry Park Recreation Centre by July 24, 2017.

This is a proposed schedule and is subject to Board approval and subject to change.

### **4.0 INFORMATION TO BIDDERS**

- 4.1 Completion date for RFQ is **February 8, 2017.**
- 4.2 All proponents should provide the following information:
  - Proof of experience working on ammonia plate and frame chiller projects including the areas itemised in Section 2.0 of this document.
  - List a minimum of five similar ammonia plate and frame chiller projects that the Contractor has worked on in the last five years.
  - At least three journeyman refrigeration mechanics with ammonia experience must be employed with this firm. Provide names and copies of the tradesman qualification numbers with this application.
  - Confirmation that contractors can provide to both Kerry Park Recreation Centre and Cowichan Lake Sports Arena locations, plate and frame chiller service or have an agreement in place with an experienced service provider located on Vancouver Island, that can provide regular maintenance work, warranty work, and emergency call out work.
  - Three references of work carried out with ammonia plate and frame chiller projects.
  - Confirmation of current WCB good standing.
  - Confirmation of \$5 million general liability insurance.
  - Confirmation that the Contractor can provide full bonding.
  - A list of key staff with resumes that will be used on the project.
  - Confirmation of resources to complete the work in the above schedule.



## **5.0 Limitation of Damages**

Further to the preceding paragraph, the proponent, by submitting a qualification, agrees that it will not claim damages, for whatever reason, relating to the contract or in respect of the competitive process, in excess of an amount equivalent to the reasonable costs incurred by the proponent in preparing its proposal and the proponent, by submitting a proposal, waives any claim for loss of profits if no agreement is made with the proponent.

## **6.0 Sub-Contractors**

Using a sub-contractor (who should be clearly identified in the qualification) is acceptable. This includes a joint submission by two or more proponents having no formal corporate links. However, in this case, one of these proponents must be prepared to take overall responsibility for successful performance of the contract and this should be clearly defined in the proposal.

## **7.0 Modification of Terms**

The CVRD reserves the right to modify the terms of this RFQ and subsequent tender at any time at its sole discretion. This includes the right to cancel this Request for Qualifications at any time before or after the RFQ.

## **8.0 INQUIRIES**

Direct all inquiries to:  
CVRD  
175 Ingram Street  
Duncan, BC V9L 1N8  
Phone: 250-746-2549

Attention: Jim Wakeham, Manager of Facilities & Transit Email: [jwakeham@cvr.bc.ca](mailto:jwakeham@cvr.bc.ca)

## **9.0 Evaluation**

- 9.1 The CVRD will evaluate the proposals based on the submissions set out in this document. The selected proponents who will be allowed to tender on this project will be at the sole discretion of the CVRD. The CVRD has the right to select all or none of the proponents of this RFQ and could and may decide on an alternative tendering procedure.
- 9.2 The CVRD reserves the right to reject any and/or all pre-qualification submissions.