



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

**Title:** CONSTRUCTION SERVICES FOR WASHROOM  
BUILDING AT NEWTON ATHLETIC PARK

**Reference No.:** 1220-050-2014-007

## **PRE-QUALIFICATION OF BUILDING CONTRACTOR**

(Construction Services)

# REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

## TABLE OF CONTENTS

<b>1.</b>	<b>INTRODUCTION .....</b>	<b>03</b>
1.1	Purpose .....	03
1.2	Form of Contract.....	03
1.3	Definitions.....	03
<b>2.</b>	<b>INSTRUCTIONS TO RESPONDENTS .....</b>	<b>04</b>
2.1	Address For Submission Delivery .....	04
2.2	Date.....	04
2.3	Inquiries.....	05
2.4	Addenda .....	05
2.5	Opening of Submissions.....	05
2.6	Status Inquiries.....	05
<b>3.</b>	<b>FORM OF SUBMISSION.....</b>	<b>05</b>
3.1	Package (Hard Copy) .....	06
3.2	Form of Statements of Qualifications .....	06
3.3	Signature .....	07
<b>4.</b>	<b>EVALUATION AND SELECTION .....</b>	<b>07</b>
4.1	Evaluation Team.....	07
4.2	Evaluation Criteria .....	07
4.3	Litigation .....	08
4.4	Additional Information .....	08
4.5	Interviews .....	09
<b>5.</b>	<b>GENERAL CONDITIONS.....</b>	<b>09</b>
5.1	No City Obligation.....	09
5.2	Respondent's Expenses .....	09
5.3	No Contract .....	09
5.4	Conflict of Interest.....	09
5.5	Solicitation of Council Members and City Staff.....	09
5.6	Confidentiality .....	09

### SCHEDULE A – SCOPE OF SERVICES

### SCHEDULE B – SAMPLE FORM OF SUBMISSION

- APPENDIX A PRINCIPAL AND RELEVANT PROJECTS COMPLETED IN THE PAST FIVE YEARS
- APPENDIX B PROJECTS OF SIMILAR SIZE AND COMPLEXITY COMPLETED
- APPENDIX C PROJECTS UNDERWAY AS OF SUBMISSION DATE

## REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

### 1. INTRODUCTION

#### 1.1 Purpose

The purpose of this Request For Expressions of Interest and Statements of Qualifications (the "RFEOI/SOQ") is to:

- (a) invite Submissions from Respondents that describe the desire, expertise and capability of the Respondent to participate in the project described in Schedule A; and
- (b) select a Respondent or Respondent(s) who may be invited to participate in a tender process. The tender process is envisioned to begin on April 28, 2014.

This RFEOI/SOQ is intended to establish a list of building contractors with the necessary relevant expertise, capability and resources to perform the work. Only those contractors that prequalify will be eligible to submit a bid. Information is only being requested at this time to identify qualified contractors and, therefore, pricing for this project is not required and not requested at this time.

All interested parties should respond to this RFEOI/SOQ as the City does not guarantee that a publicly advertised competitive solicitation process will be issued following this RFEOI/SOQ. The City may elect to directly negotiate with one or more Respondents or the City may at any time and at its sole discretion decide to cancel this RFEOI/SOQ process for any reason.

#### 1.2 Form of Contract

The successful contractor will be required to enter into a formal contract with the City using the Canadian Construction Documents Committee, Stipulated Price Contract CCDC-2-2008 as modified by the City's Supplementary General Conditions. Copies of this document are available from your local Construction Association.

#### 1.3 Definitions

In this RFEOI/SOQ the following definitions shall apply:

"**BC Bid Website**" means [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca);

"**City**" means the City of Surrey;

"**City Representative**" has the meaning set out in Section 2.3 hereof;

"**City Website**" means [www.surrey.ca](http://www.surrey.ca);

"**Evaluation Team**" means the team appointed by the City;

"**Preferred Respondent(s)**" means the Respondent(s) selected by the Evaluation Team;

"**Respondent**" means an entity that submits a Submission

"**Submission**" means a submission submitted in response to this RFEOI/SOQ;

"**RFEOI/SOQ**" means Request for Expressions of Interest and Statements of Qualifications; and,

"**Services**" has the meaning set out in Schedule A.

## **2. INSTRUCTIONS TO RESPONDENTS**

### **2.1 Address for Submission Delivery**

A Submission should be labelled with the Respondent's name, RFEOI/SOQ title and number. A Submission should include the City's standard prequalification Submission form attached to this RFEOI/SOQ as Schedule B – Form of Submission.

The Respondent may submit a Submission either by email or in a hard copy, as follows:

(a) Email

If the Respondent chooses to submit by email, the Respondent should submit the Submission electronically in a single pdf file to the City by email at: [purchasing@surrey.ca](mailto:purchasing@surrey.ca). PDF emailed Submissions are preferred and the City will confirm receipt of emails. Note that the maximum file size the City can receive is 10Mb. If sending large email attachments, Respondents should phone to confirm receipt. A Respondent bears all risk that the City's equipment functions properly so that the City receives the Submission.

A Submission should be labelled with the Contractor's name, RFEOI/SOQ title and number. A Submission should be submitted in the form attached to this RFEOI/SOQ as Schedule B – Form of Submission.

(b) Hard Copy

If the Respondent chooses NOT to submit by email, the Respondent should submit one original unbound Submission and three (3) copies (four (4) in total) which should be delivered to the City at the office of:

Name: Richard D. Oppelt, Purchasing Manager  
at the following location:

Address: Surrey City Hall  
Finance & Technology Department – Purchasing Section  
Reception Counter – 5<sup>th</sup> Floor West  
13450 - 104 Avenue Surrey, BC Canada, V3T 1V8

### **2.2 Date**

The City would prefer to receive Submissions on or before **April 22, 2014**. The City's office hours are 8:30 a.m. to 4:00 p.m., Monday to Friday, except statutory holidays.

## **2.3 Inquiries**

All inquiries related to this RFEOI/SOQ should be directed in writing to the person named below (the “**City Representative**”). Information obtained from any person or source other than the City Representative may not be relied upon.

Name: Richard D. Oppelt, Purchasing Manager  
E-mail: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)  
Reference: 1220-040-2014-007

## **2.4 Addenda**

If the City determines that an amendment is required to this RFEOI/SOQ, the City's Representative will issue a written addendum by posting it on the BC Bid Website at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) (the “BC Bid Website”) and the City Website at [www.surrey.ca](http://www.surrey.ca) (the “City Website”) that will form a part of this RFEOI/SOQ. It is the responsibility of Respondents to check the BC Bid Website and the City Website for addenda. The only way this RFEOI/SOQ may be added to, or amended in any way, is by a formal written addendum. No other communication, whether written or oral, from any person will affect or modify the terms of this RFEOI/SOQ or may be relied upon by any Respondent. By delivery of a Submission, a Respondent is deemed to have received, accepted and understood the entire RFEOI/SOQ, including any and all addenda.

## **2.5 Opening of Submissions**

The City intends to open Submissions in private but reserves the right to open Submissions in public at its sole discretion.

## **2.6 Status Inquiries**

All inquiries related to the status of this RFEOI/SOQ, including whether or not a Respondent has been selected, should be directed to the City Website and not to the City Representative.

## **3. FORM OF SUBMISSION**

### **3.1 Package (Hard Copy)**

If the Respondent chooses NOT to submit by email, the Respondent should submit a Submission in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted. The City also has an environmentally-preferable purchasing commitment, and seeks a package format to support the green expectations and initiatives of the City.

Please do not use any plastic or vinyl binders or folders. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your submission, they should be fully 100% recycled stock.

Please double-side your Submission.

### 3.2 Form of Statements of Qualifications

Respondents should submit the following information which may be used in the evaluation of prequalification of Respondents. Respondents are encouraged to respond to the items in the order listed. Respondents are encouraged to use the forms provided and attach additional pages as necessary.

- (a) Transmittal letter with the following items:
  - show the RFEOI/SOQ name, file reference number, Submission date, Respondent's name and address, telephone number, facsimile number, email address, and the name of the contact person;
  - an overview of the company including its size, years in business and general experience related to work of the type and scale of the project;
  - provide a short summary (preferably one or two pages) of the key features of the Submission. Indicate your understanding of the key requirements of the proposed project;
  - signed by the person or persons authorized to sign on behalf of the Respondent and bind the Respondent to statements made in the Submission;
- (b) Completed prequalification document in the format as set out in **Schedule B – Form of Submission**, including Appendices A through C (The City's preference is to have references related to CONSTRUCTION SERVICES FOR WASHROOM BUILDING AT NEWTON ATHLETIC PARK);

Pre-Qualification Submission should include the following support documentation:

- (c) Health, Safety and Environment – Respondent should provide a summary of your company's health, safety and environmental policies;
- (d) Quality Assurance and Quality Control – Respondent should provide a summary of your company's quality assurance and quality control procedures and details;
- (e) Waste Management & Reduction – Respondent should provide a summary of your company's procedures related to waste management which includes the following:
  - Procedures to minimize waste generation on the place of the work (include methods for reduction, reuse and/or recycling);
  - A list of the typical types of waste produced at the place of the work and identify if they are recycled or sent to landfill;
- (f) Respondent should provide proof of registration and good standing with Worksafe BC;
- (g) Respondent should indicate if it is involved in any litigation, or any pending litigation, of any contractual dispute; and
- (h) Financial – Respondent should provide a letter from your financial institution regarding the general financial position including a named reference and contact information.

Note: Respondents can provide other information that is not requested here but which might support the City's evaluation process.

All Respondents making a Submission to this RFEOI/SOQ consent to allow the City and their representatives to check and verify the information provided. Any Submission will not necessarily be accepted. Materially incomplete Submissions may be deemed to fail the qualification process.

### **3.3 Signature**

The legal name of the person or firm submitting the Submission should be inserted in Schedule B – Form of Submission. The Submission should be signed by a person authorized to sign on behalf of the Respondent and include the following:

- (a) If the Respondent is a corporation then the full name of the corporation should be included, together with the names of authorized signatories. The Submission should be executed by all of the authorized signatories or by one or more of them provided that a copy of the corporate resolution authorizing those persons to execute the Submission on behalf of the corporation is submitted;
- (b) If the Respondent is a partnership or joint venture then the name of the partnership or joint venture and the name of each partner or joint venturer should be included, and each partner or joint venturer should sign personally (or, if one or more person(s) have signing authority for the partnership or joint venture, the partnership or joint venture should provide evidence to the satisfaction of the City that the person(s) signing have signing authority for the partnership or joint venture). If a partner or joint venturer is a corporation then such corporation should sign as indicated in subsection (a) above; or
- (c) If the Respondent is an individual, including a sole proprietorship, the name of the individual should be included.

## **4. EVALUATION AND SELECTION**

### **4.1 Evaluation Team**

The evaluation of Submissions will be undertaken on behalf of the City by an Evaluation Team. The Evaluation Team may consult with others including City staff members, third party consultants and references, as the Evaluation Team may in its discretion decide is required. The Evaluation Team will give a written recommendation for the selection of a Preferred Respondent or Preferred Respondents to the City.

### **4.2 Evaluation Criteria**

The Evaluation Team will compare and evaluate all Submissions to determine each Respondent's strength and ability to provide the Services with the City's objectives in order to determine the Submission, or Submissions, which are most advantageous to the City, using the following criteria:

**Criterion 1:** Relevant company capacity, resources, and reputation;

- Criterion 2:** Strength and relevance of demonstrated experience and capability of the proposed Respondent's staff and all declared subtrades (if any);
- Criterion 3:** Principal and relevant projects completed in the past five years (Appendix A);
- Criterion 4:** Projects of similar size and complexity completed (Appendix B);
- Criterion 5:** Projects underway as of Submission Date (Appendix C);
- Criterion 6:** A proven track record of high quality CMU construction fit and finish where curving walls are stipulated;
- Criterion 7:** A proven track record of high quality standing seam flashing fit and finish where curving walls are stipulated;
- Criterion 8:** A proven track record of producing high quality and accurate curving formwork for cast-in-place concrete walls and slabs; and,
- Criterion 9:** A proven track record of completing projects on time and on budget.

The Evaluation Team will not be limited to the criteria referred to above, and the Evaluation Team may consider other criteria that the team identifies as relevant during the evaluation process. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Submissions by comparing one Respondent's Submission to another Respondent's Submission. Specific weightings are not assigned to the individual evaluation criteria. All criteria considered will be applied evenly and fairly to all Submissions.

#### **4.3 Litigation**

In addition to any other provision of this RFEOI/SOQ, the City may, in its absolute discretion, reject a Submission if the Respondent, or any officer or director of the Respondent submitting the Submission, is or has been engaged directly or indirectly in a legal action against the City, its elected or appointed officers, representatives or employees in relation to any matter, or if the City has initiated legal action against any officers or directors of the Respondent.

In determining whether or not to reject a Submission under this section, the City will consider whether the litigation is likely to affect the Respondent's ability to work with the City, its consultants and representatives and whether the City's experience with the Respondent indicates that there is a risk the City will incur increased staff and legal costs in the administration of the Contract if it is awarded to the Respondent.

#### **4.4 Additional Information**

The Evaluation Team may, at its discretion, request clarifications or additional information from a Respondent with respect to any RFEOI/SOQ, and the Evaluation Team may make such requests to all Respondents or only to selected Respondents. The Evaluation Team may consider such clarifications or additional information in evaluating a Submission.

#### **4.5 Interviews**

The Evaluation Team may, at its discretion, invite some of all of the Respondents to appear before the Evaluation Team to provide clarifications of their Submissions. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Submissions.



## **5. GENERAL CONDITIONS**

### **5.1 No City Obligation**

This RFEOI/SOQ is not a tender and does not commit the City in any way to pre-qualify a Preferred Respondent(s), or to proceed to negotiations for an agreement, or to award any agreement, and the City reserves the complete right to at any time reject all Submissions, and to terminate this RFEOI/SOQ process.

### **5.2 Respondent's Expenses**

Respondents are solely responsible for their own expenses in preparing, and submitting a Submission, and for any meetings, negotiations or discussions with the City or its representatives and consultants, relating to or arising from this RFEOI/SOQ. The City and its representatives, agents, consultants and advisors will not be liable to any Respondent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Respondent in preparing and submitting a Submission, or participating in subsequent negotiations or other activity related to or arising out of this RFEOI/SOQ.

### **5.3 No Contract**

By submitting a Submission and participating in the process as outlined in this RFEOI/SOQ, Respondents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI/SOQ, prior to the signing of a formal written Contract. The Respondent may cancel or revoke its Submission at any time, until acceptance by the City.

### **5.4 Conflict of Interest**

Respondents should disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected or appointed officials or employees. The City may reject a Submission from any Respondent that the City judges would be in a conflict of interest if the Respondent is awarded a contract. The City may rely on such disclosure.

### **5.5 Solicitation of Council Members and City Staff**

Respondents and their agents will not contact any member of the City Council or City staff with respect to this RFEOI/SOQ, other than the City Representative named in section 2.3, at any time prior to the award of an agreement or the cancellation of this RFEOI/SOQ.

### **5.6 Confidentiality**

All Submissions become the property of the City and will not be returned to the Respondent. All Submissions will be held in confidence by the City unless otherwise required by law. Respondents should be aware the City is a "public body" defined by and subject to the Freedom of Information and Protection of Privacy Act of British Columbia.

## SCHEDULE A – SCOPE OF SERVICES

**Project Name: CONSTRUCTION SERVICES FOR WASHROOM BUILDING  
AT NEWTON ATHLETIC PARK**

**Project Reference No.: 1220-050-2014-007**

### 1. PROJECT BACKGROUND

In 2013, Surrey Parks entered a design services agreement with Hapa Collaborative to complete the next phase of the master plan for Newton Athletic Park. The proposed works in the latest phase include expanding the south parking lot by 168 parking stalls, adding a playground, a splash pad, volleyball courts, a walking track, and the park's third freestanding washroom facility. **Only the washroom facility is part of this pre-qualification's scope of work.** See Item 3 below for additional information.

The theme of the park is soccer. Hapa Collaborative retained Public Design as their architectural subconsultant to complete the design of the washroom. Public Design, inspired by the soccer theme, creatively designed the shape of the building (in plan view) to resemble the stitching pattern of a FIFA soccer ball.

### 2. PROJECT DESCRIPTION

The City of Surrey (the "City") is seeking qualified contractors for the purpose of performing construction services for a 67m<sup>2</sup> one-storey, flat-roofed washroom structure. The limit of work extends 2m beyond the footings and includes site prep and tie-ins to electrical, water, sanitary, and storm stub outs that will be brought to the area (by others). The final preparation of subgrade and hard surfaces butting up to the finished slab floor of the washroom will be completed by others in conjunction with the larger site.

The structure is comprised of a slab foundation. In the mechanical room, a dropped slab vault with a false floor is called for to accommodate the splash pad plumbing (by others). Mechanically, the Building Contractor is expected to extend the incoming water service, from the stub off on site, throughout the building and to supply two stub offs: one for irrigation and one for the splash pad to be completed by others. Sanitary and storm manholes will be in place with pre-benched connections to tie into.

Structurally, all walls throughout are painted CMU that almost constantly curve at varying radii. As this washroom is intended for seasonal use only, it is open air. There are no doors into the male and female washrooms and the space is not heated except through in-slab radiant heat under the toilets and in the mechanical room to prevent freezing. Lock up after hours is provided by a single roll down shutter that closes off a common, covered entrance vestibule to the washrooms, and an exterior steel man-door for the mechanical room on the rear of the building.

The female washroom includes four WC's, two sinks, and a hand dryer; the male washroom includes two WC's, two urinals, two sinks, and a hand dryer. There is also a single-user accessible washroom with locking steel man-door containing an accessible toilet, a sink and hand dryer, as well as a fold-down baby change table. All spaces are artificially lit, however, there is a skylight each over the male and female washrooms. An electrical junction box (by others) will be constructed near the building site with empty conduit back to the service kiosk.

### **3. SITE COMPLEXITIES**

As stated in Item 1 above, this washroom building is one component in a much larger construction project. The parking lot (across which all construction access to and from the washroom site) will be a construction site by a civil contractor for all or most of the construction timeline for this building. A good degree of coordination will be required between contractors. In addition, concurrent to the building construction, Surrey Forces will be constructing the splash pad and other works immediately around the building site. Site access for them will use the same route as access to the building.

Lastly, the park has to remain operational throughout the duration of the various projects. As this is Surrey's premier soccer park, it sees significant tournament use every weekend throughout the summer. Maintaining a safe and compact staging area and project site will be paramount to minimizing conflicts.

### **4. WORK SCHEDULE**

Surrey Forces intend to have the service stub outs roughed in at the site by mid-May. Construction for the washroom is expected to be awarded by May 9, 2014 with work being mobilized immediately thereafter. It is expected this work should take 15 weeks with Substantial Completion on or before August 22, 2014.

### **5. CONSTRUCTION**

The successful contractor will be responsible for, but not necessarily limited to the following:

- (1) obtaining all permits and approvals necessary excluding the approvals that are already in place or will be obtained by the City;
- (2) procurement and installation of all required materials and equipment;
- (3) mobilization and hoarding;
- (4) all utility services in the building footprint (extending 2 metres out from the footings) and all service tie-ins;
- (5) subgrade and compaction in preparation for slab footing;
- (6) reinforced footing and slab foundation with in-slab radiant heat in the vicinity of toilet waste pipes, and CMU masonry construction of all walls;
- (7) roof and skylight framing, rain leader plumbing, and supply/install of roofing and skylights including all flashings, weather sensor brackets (for splash pad operation sensors) and other miscellaneous metals;
- (8) epoxy coated floor surfacing and all applicable interior and exterior paints and finishes including specified anti-graffiti coating;
- (9) all plumbing fixtures and supply/waste pipes, partition walls, electrical appurtenances and wiring, doors and security grills, vents, and similar elements;

**RESPONDENT’S REQUEST FOR EXPRESSIONS OF INTEREST**

**AND**

**STATEMENTS OF QUALIFICATIONS**

This Request For Expressions of Interest and Statements of Qualifications (RFEOI/SOQQ) will enable the City of Surrey to determine your capacity, skill and relevant experience for eligibility to submit proposals for general contractor work packages for the Construction of a Washroom Building at Newton Athletic Park. Materially incomplete Submissions may be deemed to fail the qualification process. Respondent may supplement information requested with additional sheets if required.

**Submitted To:**

City Representative: Richard D. Oppelt, Purchasing Manager  
at the following location:

Address: Surrey City Hall  
Finance & Technology Department – Purchasing Section  
Reception Counter – 5<sup>th</sup> Floor West  
13450 - 104 Avenue Surrey, BC Canada, V3T 1V8

E-mail for PDF Files: purchasing@surrey.ca

**Project Description:**

Project Name: Construction Services for Washroom Building at Newton Athletic Park

Project Reference No.: 1220-050-2014-007

Project Scope: The City of Surrey (the “City”) seeks a qualified contractor or qualified contractors for the purpose of performing construction services for the construction of a washroom building at Newton Athletic Park. The successful contractor will be responsible for constructing a 67m<sup>2</sup>, one-storey, CMU masonry washroom and tying in to electrical, water, storm, and sanitary services brought to within 2m of the footprint.

Anticipated Project Completion Date: \_\_\_\_\_.

**Submitted By:**

1. \_\_\_\_\_  
Full Legal Name of Firm

2. \_\_\_\_\_  
Business Address

3. Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

4. Email: \_\_\_\_\_

**Name and Contact Details of Authorized Representative:**

(Please note: the authorized representative will be the only contact person to receive communication regarding this RFEOI/SOQ).

5. Name: \_\_\_\_\_

6. Telephone/Fax Numbers: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

7. E-mail: \_\_\_\_\_

**Legal Structure of Respondent:**

8. Year Established: \_\_\_\_\_

9. Total Years supplying/providing building construction services: \_\_\_\_\_

10.  Joint Venture     Corporation     Partnership     Sole Proprietorship  
 other

If Incorporated in a Jurisdiction other than British Columbia:

Extra-Provincially Registered in B.C.    Yes: \_\_\_\_\_

Licensed to Conduct Business in B.C.    Yes: \_\_\_\_\_

**Surety Reference:**

11. Bonding Company: \_\_\_\_\_

12. Location: \_\_\_\_\_

13. Contact Person: \_\_\_\_\_

14. Telephone/Fax Numbers: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

15. E-Mail of Surety Reference: \_\_\_\_\_

16. Total Bonding Capacity: \_\_\_\_\_

17. Total Project Capacity: \_\_\_\_\_

18. Current Bonding In Effect: \_\_\_\_\_

19. Have you ever had a claim made on a bond [either Performance Bond or a Labour and Material Payment Bond]? If so, please provide details.

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**Insurance Reference:**

20. Insurance Company: \_\_\_\_\_

21. Location: \_\_\_\_\_

22. Contact Person: \_\_\_\_\_

23. Telephone/Fax Numbers: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

24. CGL Policy Limit: \_\_\_\_\_

25. E&O Policy Limit: \_\_\_\_\_

26. Contact Person: \_\_\_\_\_

27. Telephone/Fax Numbers: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Respondent to provide information generally in compliance with the City's sample [Standard Certificate of Insurance](#) form available on the City's Website at [www.surrey.ca](http://www.surrey.ca).

**Annual Project Volumes:**

28. Annual value of **building** contractor work for the past five years:

Year		Value (Labour, Equipment and Materials)
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>
<input type="text"/>	\$	<input type="text"/>

29. Indicate the dollar volume of work for which you presently have contracts, but have not started or completed to date: \$ \_\_\_\_\_

**Key Personnel:**

30. Key administrative staff proposed for the project, attach resumes giving details of qualifications and relevant experience, unique knowledge relating to the project: (e.g. principal in charge, project manager, estimating personnel, etc.).

Name:	Title/Position:	Employed Since (MM/YY):
_____	_____	_____
_____	_____	_____
_____	_____	_____

31. Key site supervision staff proposed for the project, attach resumes giving details of qualifications and relevant experience, unique knowledge relating to the project including building construction of public facilities: (e.g. project manager, crew superintendent, foreman, field/office coordinator, etc.).

Name:	Title/Position:	Employed Since (MM/YY):
_____	_____	_____
_____	_____	_____
_____	_____	_____

32. Performance Standards: Identify the key personnel within your management structure who will ultimately be accountable for your company's performance.

Name:	Title/Position:	Employed Since (MM/YY):
_____	_____	_____
_____	_____	_____
_____	_____	_____

33. Capacity to undertake project, in terms of maximum available crew size (Estimated): \_\_\_\_.

**Additional Information:**

34. Contracts:

- (a) Has your firm ever failed to complete a contract? Yes. \_\_\_\_\_ No. \_\_\_\_\_
- (b) Has your firm ever been in a lawsuit regarding project performance, payments or scheduling? Yes. \_\_\_\_\_ No. \_\_\_\_\_

(c) Within the last five years, has any officer or principal of your firm been an officer or principal of another organization when it failed to complete a construction contract? Yes. \_\_\_\_\_ No. \_\_\_\_\_

35. Scheduling:

(a) Does your firm use the critical path method? Yes. \_\_\_\_\_ No. \_\_\_\_\_

(b) Does your firm use computerized scheduling? Yes. \_\_\_\_\_ No. \_\_\_\_\_

(c) If so, what software is used?

36. Customer Service: Briefly describe your company's standards and associated process with respect to response time regarding resolution of service issues. This includes but is not limited to technical support, warranty claims, non-conformance, and order placement issues.

Comments:

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37. Technical Support Service: Provide an overview of technical support services available from your company, such as product assessment, identification of specification changes, and troubleshooting problems.

Comments:

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38. What other information is not requested here but which you think the City should consider in evaluating your company?

Comments:

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39. **I/We confirm** that this Submission is accurate and true to best of my/our knowledge.

This Submission is submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

I/We have the authority to bind the Respondent.

\_\_\_\_\_  
(Name of Respondent)

\_\_\_\_\_  
(Name of Respondent)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Authorized Signatory)

**APPENDIX A**

**PRINCIPAL AND RELEVANT PROJECTS COMPLETED IN THE PAST FIVE YEARS**

Attach additional pages, if necessary as follows (as applicable):

**1. Project Title:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Contract Value (\$): \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
Subcontract Value (\$): \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_

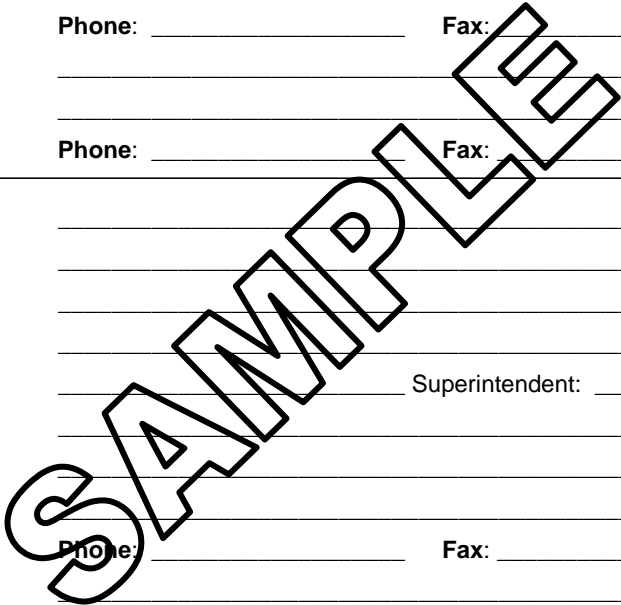
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Name of Consultant:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**2. Project Title:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Contract Value (\$): \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
Subcontract Value (\$): \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_

Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Name of Consultant:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**3. Project Title:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Contract Value (\$): \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
Subcontract Value (\$): \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_

Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Name of Consultant:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_



**APPENDIX B**

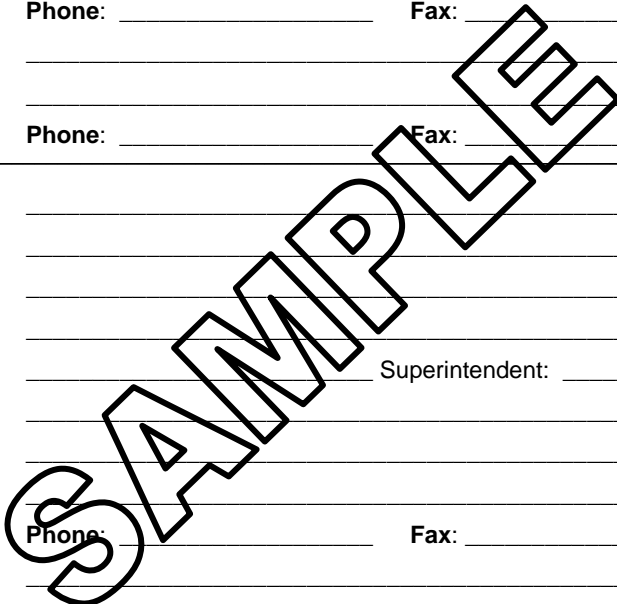
**PROJECTS OF SIMILAR SIZE AND COMPLEXITY COMPLETED**

Attach additional pages, if necessary as follows (as applicable):

**1. Project Title:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Contract Value (\$): \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
Subcontract Value (\$): \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Name of Consultant:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**2. Project Title:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Contract Value (\$): \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
Subcontract Value (\$): \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Name of Consultant:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**3. Project Title:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Contract Value (\$): \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
Subcontract Value (\$): \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Name of Consultant:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_



**APPENDIX C**

**PROJECTS UNDERWAY AS OF SUBMISSION DATE**

Attach additional pages, if necessary as follows (as applicable):

**1. Project Title:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Contract Value (\$): \_\_\_\_\_ Subcontract Value (\$): \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
Scheduled Completion Date: \_\_\_\_\_ Percent (%) Completed: \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
E-Mail of Project Reference: \_\_\_\_\_  
**Name of Consultant:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**2. Project Title:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Contract Value (\$): \_\_\_\_\_ Subcontract Value (\$): \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
Scheduled Completion Date: \_\_\_\_\_ Percent (%) Completed: \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
E-Mail of Project Reference: \_\_\_\_\_  
**Name of Consultant:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**3. Project Title:** \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
Contract Value (\$): \_\_\_\_\_ Subcontract Value (\$): \_\_\_\_\_  
Project Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_  
Scheduled Completion Date: \_\_\_\_\_ Percent (%) Completed: \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Name of Consultant:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

