



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

**Title:** PREQUALIFICATION OF GENERAL CONTRACTORS  
FOR CIVIL CONSTRUCTION WORKS

**Reference No.:** 1220-050-2015-016

(Construction Services)

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

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## REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

### 1. INTRODUCTION

#### 1.1 Purpose

The City invites experienced and qualified contractors for the Prequalification of General Contractors for Civil Construction Works. The purpose of this request for expressions of interest and statements of qualifications (the “**RFEOI/SOQ**”) is to:

- (a) invite submissions (the “**Submission**”) from respondents (the “**Respondent**”) that describe the desire, relevant expertise, capability and resources of the Respondent to undertake the project types as generally described in Schedule A – Scope of Services; and
- (b) to select a Respondent or Respondents who may be invited to participate in the next stage of the competitive selection process, when called.

The selection process is composed of 2 stages.

Stage 1: It is the intent of the City to utilize this RFEOI/SOQ to generate indications of interest in various civil construction works and shortlist, from those who have expressed an interest and rank high on the Stage 1 Evaluation Criteria, to facilitate the development of a List of Preferred Respondents.

Stage 2: During the following two (2) year period from the creation of the prequalified List of Preferred Respondents established in Stage 1, the City, from time to time, will invite the Preferred Respondents on the List to submit tenders for any civil construction projects that the City wishes to tender.

The City makes no representation of any kind as to whether it will invite tenders for future projects, or as the volume of future projects. The City also reserves the right to implement a separate pre-qualification process for any project at its discretion, including where more specialized services or projects are involved.

All interested parties should recognize that this RFEOI/SOQ does not guarantee that a tender, or tenders, will be issued following this RFEOI/SOQ. The City reserves the right to directly negotiate with one or more Preferred Respondents during the two (2) year period of the List. The City reserves the right to revisit the List at the end of the first year and may add additional Respondents who prequalify using the same criteria as set out in section 4.2 below. The City reserves the right to remove from the List any Preferred Respondents on the basis of exceptional underperformance in the quality of workmanship, or due to litigation between the City and the Preferred Respondents. The City may, at any time and at its sole discretion, decide to cancel this process for any reason in its entirety.

## 1.2 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;

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

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

**"List"** means a list of names of Preferred Respondents who possess the qualifications described in this RFEOI/SOQ and that have satisfied any conditions set by the City for being added to and staying on that list;

**"Preferred Respondent(s)"** means the Respondent(s) possessing the qualifications described in this RFEOI/SOQ and selected by the Evaluation Team to be placed on the List;

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

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

**"Services"** has the meaning set out in Schedule A; and

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

## 2. INSTRUCTIONS TO RESPONDENTS

### 2.1 Address for Submission Delivery

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

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.

#### (b) Hard Copy

If the Respondent chooses NOT to submit by email, the Respondent should submit one (1) original unbound Submission and one (1) copy (two (2) 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, B.C., Canada, V3T 1V8

## 2.2 Date

The City would prefer to receive Submissions on or before August 10, 2015. The City's office hours are 8:30 am to 4:00 pm, except 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  
Email: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)  
Reference: #1220-050-2015-016

## 2.4 Addenda

If the City determines that an amendment is required to this RFEOI/SOQ, the City 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 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, Respondent is deemed to have received, accepted and understood the entire RFEOI/SOQ including, any and all addenda.

## 2.5 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. RFEOI/SOQ SUBMISSION FORM AND CONTENTS

### 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, vinyl plastic cover sheets, inserts, back covers, and metal or vinyl plastic spiral bindings 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 and 100% recyclable.

The City seeks and prefers submittals on 100% Post Consumer Fibre (PCF) paper, consistent with the City's policy and the City environmental practices.

Please double-side any printed material in your Submission.

Submissions should be in a sealed paper envelope/package, marked on the outside with the Respondent's name, title of the Submission and reference number.

### **3.2 Form of Submission**

Respondents should complete the form of Submission attached as Schedule B – Form of Submission, including Appendices A to C. Respondents are encouraged to respond to the items listed in Schedule B in the order listed. Respondents are encouraged to use the forms provided and attach additional pages as necessary.

Upon submitting a response to this RFEOI/SOQ, Respondents consent to the City and their representatives checking and verifying the information provided. References may also be contacted.

### **3.3 Signature**

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 the Respondent's strength and ability to provide the Services to the City, generally using the following criteria:

- Criterion 1: Relevant capacity, skill, experience, reputation and resources (Schedule B);
- Criterion 2: Strength and relevance of demonstrated experience and capability of the proposed Respondent's key personnel (Schedule B);
- Criterion 3: Relevant Principal projects completed in the past five years (Schedule B - Appendix A);
- Criterion 4: Projects of similar nature completed (Schedule B - Appendix B); and
- Criterion 5: Projects underway as of Submission date (Schedule B - Appendix C).

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. All criteria considered will be applied evenly and fairly to all Submissions.

### **4.3 Litigation**

In addition to any other provision of this RFEI/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 an agreement 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 RFEI/SOQ, and the Evaluation

Team may make such requests to only 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 proposal requests, negotiations for an agreement, 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 agreement. The Respondent may cancel or revoke its Submission at any time, until acceptance by the City.

#### **5.4 Conflict of Interest**

A Respondent shall disclose in its Submission any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. 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:** PREQUALIFICATION OF GENERAL CONTRACTORS  
FOR CIVIL CONSTRUCTION WORKS

**Project Reference No.:** 1220-050-2015-016

### 1. BACKGROUND

The City of Surrey, Parks Department frequently requires the construction services of civil works contractors. This pre-qualification process is intended to establish a List of Preferred Respondents with the necessary level of expertise, experience and resources to perform the work. The City anticipates that Submissions from the pre-qualified Respondents will remain on the List for a period of up to two (2) years or until as such a time as the City releases a new request for qualifications. It is the intent of this process to streamline the procurement process and reduce lead times on completing works projects.

### 2. ANTICIPATED PROJECT TYPES

Preferred Respondents may be invited to participate in submitting tenders for a variety of projects typically involving bulk excavation and earthworks, underground utility works, and parking lot and/or road frontage construction. From time to time, a project may arise that will also require civil construction services for retaining walls, bridges, and possibly boardwalks.

### 3. TIME LIMIT

The List of Preferred Respondents will be in effect for two (2) years from the date the List is established.



**SCHEDULE B – FORM OF SUBMISSION**

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

**AND**

**STATEMENTS OF QUALIFICATIONS**

**FOR**

**PREQUALIFICATION OF GENERAL CONTRACTORS  
FOR CIVIL CONSTRUCTION WORKS**

**Reference No.: 1220-050-2015-016**

This RFEOI/SOQ will enable the City to determine Respondents capacity, skill and relevant experience for eligibility to submit tenders for general contractor work packages for various civil construction work that may arise in the time period of the List. Materially incomplete Submissions may be deemed to fail the qualification process. Respondents may supplement information requested with additional sheets if required. All information provided should be relevant to the prequalification.

**Submitted To:**

City Representative: Richard D. Oppelt, Purchasing Manager

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

Telephone: 604-590-7274  
Fax: 604-599-0956  
Email for PDF Files: [purchasing@surrey.ca](mailto:purchasing@surrey.ca)

**SECTION A. GENERAL INFORMATION**

This document is intended to provide information on the capacity, skill, and experience of the Respondent. Respondents may supplement information requested with additional sheets if required.

- 1. \_\_\_\_\_  
Full Legal Name of Firm
  
- 2. \_\_\_\_\_  
Business Address
  
- 3. Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_
  
- 4. Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_
  
- 5. Contact for prequalification inquiries (full name, position and email address):  
\_\_\_\_\_
  
- 6. Contact for general inquiries (full name, position and email address):  
\_\_\_\_\_
  
- 7. Membership of industry associations (please list):  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION B. COMPANY PROFILE**

- 8. How many years has your organization been in business as a contractor? \_\_\_\_\_
  
- 9. How many years has your organization been in business under its present business name?  
\_\_\_\_\_
  
- 10. Form of Business Organization  
Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Sole Proprietorship \_\_\_\_\_
  
- 11. If Corporation/Partnership, year incorporated/established: \_\_\_\_\_
  
- 12. If the Respondent is a company, the company name indicated above is registered with the Registrar of Companies in the Province of British Columbia, Canada, Incorporation Number  
\_\_\_\_\_.

**SECTION C. FINANCIAL CAPACITY**

**Insurance Reference:**

- 13. Name of Insurance Company: \_\_\_\_\_
- 14. Address: \_\_\_\_\_
- 15. Contact Person: \_\_\_\_\_
- 16. Telephone/Fax Numbers: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
- 17. Are you able to provide General Liability Insurance, on an occurrence basis, in the amount of not less than \$5,000,000 (CAD) with an insurer licensed in British Columbia for bodily injury, (including death) and damage to property including loss of use thereof?  Yes  No
- 18. Are you able to provide Automobile Liability Insurance for a limit of not less than \$3,000,000 (CAD) for all owned, leased or rented licensed vehicles used in the performance of Work and shall include third party liability?  Yes  No
- 19. Are you able to provide All Risk Course of Construction (Builder's Risk) Insurance for the value of the work performed and the full value of products specified by the City, if any, for incorporation into contract works?  Yes  No
- 20. Are you able to provide Contractor's Equipment Insurance covering at least the actual cash value of owned or leased construction machinery and equipment used in the performance of the Work and shall include a waiver of rights of subrogation against the Owner and the Consultant?  Yes  No

Note: Refer also to the City's sample insurance certificate form available on the City's web site at [www.surrey.ca](http://www.surrey.ca) titled [Standard Certificate of Insurance](#).

**Bonding Reference:**

- 21. Name of Bonding Company: \_\_\_\_\_
- 22. Address: \_\_\_\_\_
- 23. Contact Person: \_\_\_\_\_
- 24. Telephone/Fax Numbers: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
- 25. Email of Surety Reference: \_\_\_\_\_
- 26. Can your firm provide a Bid Bond?  Yes  No Bonding Limit: \$ \_\_\_\_\_
- 27. Can your firm provide a Performance Bond?  Yes  No Bonding Limit: \$ \_\_\_\_\_
- 28. Can your firm provide a Labour & Material Payment Bond?  Yes  No Bonding Limit: \$ \_\_\_\_\_
- 29. Current Bonding In Effect: \$ \_\_\_\_\_

**Annual Project Volumes:**

30. Annual value of civil contractor work for the past five years:

<b>Year</b>	<b>Value (Labour, Equipment and Materials)</b>
<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"/>

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

**SECTION D. EXPERIENCE, REPUTATION AND RESOURCES**

- 32. Provide details, in order of date, of relevant principal projects completed in the past five years – Schedule B – Appendix A.
- 33. Provide details, in order of date, of projects of similar nature completed – Schedule B - Appendix B.
- 34. Provide details, in order of date, of relevant projects underway as of submission date – Schedule B - Appendix C.
- 35. Respondents should provide information on the background of all key personnel proposed to undertake the Services (use the spaces provided and/or attach additional pages, if necessary):

**Key Personnel** (e.g. senior management, project management, supervisory personnel who are employed on a permanent basis.)

NAME/POSITION

Resume attached (please tick to confirm)

NAME/POSITION

Resume attached (please tick to confirm)

NAME/POSITION

Resume attached (please tick to confirm)

Note: Resumes should be sufficiently detailed to demonstrate each person's level of knowledge and experience relevant to the scope of works.

Resumes should include, as a minimum, the following:

- current position title
- current roles/responsibilities
- qualifications (including date of qualifications)
- number of years with Respondent
- time in current role/position
- all dates for and details of previous experience
- managerial performance (e.g. specific management initiatives of any significant awards achieved.)

**Site Personnel:**

Title: **Project Manager**  
Name: \_\_\_\_\_  
Years with Company: \_\_\_\_\_  
Largest Contract Managed: Project Name: \_\_\_\_\_  
Years of Construction Experience: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

Title: **Site Superintendent**  
Name: \_\_\_\_\_  
Years with Company: \_\_\_\_\_  
Largest Contract Managed: Project Name: \_\_\_\_\_  
Years of Construction Experience: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

Title: **Supervisor/Coordinator**  
Name: \_\_\_\_\_  
Years with Company: \_\_\_\_\_  
Largest Contract Managed: Project Name: \_\_\_\_\_  
Years of Construction Experience: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

Title: **Site Safety Coordinator**  
Name: \_\_\_\_\_  
Years with Company: \_\_\_\_\_  
Largest Contract Managed: Project Name: \_\_\_\_\_  
Years of Construction Experience: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

Title: **First Aid Attendant**  
Name: \_\_\_\_\_  
Years with Company: \_\_\_\_\_  
Largest Contract Managed: Project Name: \_\_\_\_\_  
Years of Construction Experience: \_\_\_\_\_  
Responsibility: \_\_\_\_\_

Title: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Years with Company: \_\_\_\_\_  
 Largest Contract Managed: Project Name: \_\_\_\_\_  
 Years of Construction Experience: \_\_\_\_\_  
 Responsibility: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Years with Company: \_\_\_\_\_  
 Largest Contract Managed: Project Name: \_\_\_\_\_  
 Years of Construction Experience: \_\_\_\_\_  
 Responsibility: \_\_\_\_\_

36. Respondents should provide the following information on the background and experience of all sub-contractors (including consultants and material suppliers) proposed to undertake a portion of the Services (use the spaces provided and/or attach additional pages, if necessary):

DESCRIPTION OF SERVICES	SUB-CONTRACTORS NAME	YEARS OF WORKING WITH RESPONDENT	TELEPHONE NUMBER AND EMAIL

37. Management of consultants, subcontractors and material supplier

Provide details of the Respondent's approach to the management of its consultants, subcontractors and material suppliers:

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



39. Provide details of your approach to selecting subcontractors and suppliers addressing in particular:
- The subcontractors and suppliers you have successfully used on previous projects that could be used on various civil construction work tenders that may arise within the time period of the List;
  - Your approach to achieve competitive pricing and excellent quality; and
  - Your strategy for attaining sufficient labour, materials and equipment in the currently competitive lower mainland construction market.

**SECTION E. TECHNICAL CAPACITY**

40. Workers' Compensation Board Information:

Workers' Compensation Registration Number: \_\_\_\_\_

Letter of Good Standing attached:  Yes  No

41. Utilization of Quality Assurance and Quality Control – provide evidence of a system in place, a sample or example Quality Plan.
- Corporate Quality Assurance and Quality Control Plan attached (please tick to confirm).
  - Inspection and Test Plan attached (please tick to confirm).

42. Utilization of Occupational Health and Safety (OH&S) – provide evidence of a current program in place, a sample or example OH&S program with a general construction safety program for all workers.
- Corporate OH&S policy attached (please tick to confirm).

Has your company received any awards for health and safety performance achievement?

Yes  No

If Yes, list.

43. Utilization of Waste Management & Reduction Policy and Plan – provide evidence of a system in place, a sample or example Waste Management & Reduction Plan.
- Corporate Waste Management & Reduction policy attached (please tick to confirm).
  - Corporate Waste Management & Reduction Plan attached (please tick to confirm).

Note: Procedures to minimize waste generation (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.

44. Utilization of Traffic Management – provide evidence of a system in place, a sample or example traffic management policy and appropriate procedures.
- Corporate Traffic Management policy attached (please tick to confirm).
  - Corporate Traffic Management Plan attached (please tick to confirm).

Note: Respondent should provide information on utilization of the traffic management procedures on relevant projects.

45. 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
46. 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?

47. List the categories of work that your organization normally performs with its own forces.

48. 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:

49. 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:

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

Comments:

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

This Submission is submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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**

**RELEVANT PRINCIPAL PROJECTS (in order of date) COMPLETED IN THE PAST FIVE YEARS**

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

**Ref. #1. Project Title and Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Ref. #2. Project Title and Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Ref. #3. Project Title and Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Project Description: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Contract Value (\$): \_\_\_\_\_

Project Manager: \_\_\_\_\_ Superintendent: \_\_\_\_\_

Subcontract Value (\$): \_\_\_\_\_

**Name of Contract Owner:** \_\_\_\_\_

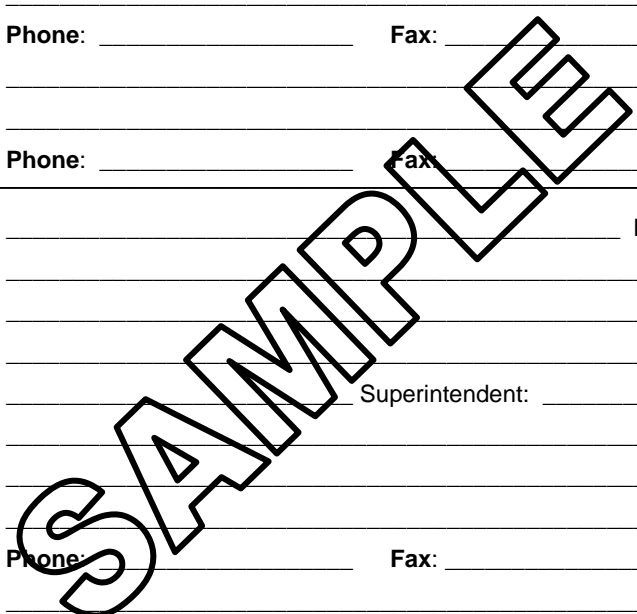
Refer To: \_\_\_\_\_

Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Name of Consultant:** \_\_\_\_\_

Refer To: \_\_\_\_\_

Telephone/Fax Numbers: **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_



**APPENDIX B**

**PROJECTS (in order of date) OF SIMILAR NATURE COMPLETED**

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

**Ref. #1. Project Title and Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Ref. #2. Project Title and Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Ref. #3. Project Title and Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**SAMPLE**

**APPENDIX C**

**PROJECTS (in order of date) UNDERWAY AS OF SUBMISSION DATE (in order of date)**

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

**Ref. #1. Project Title and Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Ref. #2. Project Title and Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Ref. #3. Project Title and Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

