



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

**Title:**                    **Supply, Delivery and Installation of Refrigeration Plant  
and Arena Floor Package**

**Reference No.:**        **1220-050-2017-005**

(Construction Services)

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

**Supply, Delivery and Installation of Refrigeration Plant and Arena Floor Package**

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# REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

## 1. INTRODUCTION

### 1.1 Purpose

The purpose of this request for expressions of interest / statements of qualifications (the “RFEOI/SOQ”) is to:

- (a) invite submissions (the “Submission”) from respondents (the “Respondent”) that describe the desire, relevant expertise, capability, reputation and resources of the Respondent to undertake the project as generally set out 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.

All information provided by Respondents shall be reviewed by the City. It shall be at the discretion of the City to accept or reject responses from any Respondent who elect to submit a response to this RFEOI/SOQ.

The RFEOI/SOQ process is intended to establish a shortlist of preferred refrigeration contractors with the required expertise, capabilities and resources to perform various works of the ammonia refrigeration plant and the three arena floor brine piping systems.

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

### 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 2.4;

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

“**Date**” has the meaning set out in section 2.3;

“**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;

“**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 and B.

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 original unbound Submission and two (2) copies (three (3) 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 **May 09, 2017**. 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 No.: 1220-050-2017-005

## **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 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.

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 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 and B. 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:

### **(a) Experience, Reputation, and Resources**

The Evaluation Team will consider the Respondent's responses to items listed in Schedule B – FORM OF SUBMISSION, including Appendices A and B.

### **(b) Technical**

The Evaluation Team will consider the Respondent's responses to items listed in Schedule B – FORM OF SUBMISSION.

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.

All civil contractors, by submitting a Submission for pre-qualifications, are consenting to allow the City and their representatives to check and verify the information provided. Reference checks will be kept confidential and will not be reviewed by or discussed with the other civil contractors applying for pre-qualifications.

## **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 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 RFEOI/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 or 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 Title: Supply, Delivery & Installation of Refrigeration Plant & Arena Floor Package**

**Project Reference No.: 1220-050-2017-005**

### **1. PROJECT DESCRIPTION**

This project consists of the ammonia refrigeration plant and arena floor materials for the North Surrey Sports and Ice Centre.

### **2. PROJECT BACKGROUND**

The proposed North Surrey Sports and Ice Centre Complex is located at 12870 – 110<sup>th</sup> Avenue in Surrey, BC.

The refrigeration system consists of an ammonia refrigeration plant and three ice surfaces.

### **3. SCOPE**

The work includes the supply, installation, start up and warranty of a new ammonia refrigeration plant and arena floors for three NHL size rink for the North Surrey Sports and Ice Centre. The work is to be complete with piping and controls as per drawings and specifications. The refrigeration plant is to be capable of making ice in three days in the month of August on one sheet when the one sheet of ice is installed and the other sheets are being flooded.

### **4. PREFERRED EXPERIENCE, CAPABILITY, CAPACITY AND RESOURCES**

The City prefers that the Respondent is an ammonia refrigeration contractor that has experience, capability and resources with projects consisting of the following:

- .1 All material, construction, installation and work shall be carried out in compliance with the CAN/CSA B52-2005 Mechanical Refrigeration Code, ANSI B31.1, B31.5, the Canadian Electric Code CSA C22.1, CSA Standard Z432-94 for safeguarding of machinery, latest revisions and updates in effect at the time of installation. Comply with all local building bylaws, Provincial, Federal and WCB codes, policies, rules and ordinances, IIAR and ASHRAE Standards.
- .2 Pressure vessels will comply with CSA Standard B.51 and ASME codes. Vessels, valves, heat exchangers, condensers and other pressure containing components will be approved for use in the Province of British Columbia. All pressure containing components shall be listed individually or as part of refrigeration equipment by an approved nationally recognised testing laboratory. All pressure-retaining components must be constructed to a design that is registered as a pressure vessel, fitting or piping system.

- .3 Only experienced tradesmen qualified under Provincial regulations will be employed on this project. The refrigeration contractor must have a minimum of three qualified journeyman with ammonia refrigeration experience on staff to bid on this work. Names and trades qualification certificates must be submitted as part of the contractor's qualifications.
- .4 Contractors bidding this work will be experienced in the installation of refrigeration equipment in plants of this size. The refrigeration contractor must have installed three new ammonia arena refrigeration plants and arena floors with plate and frame chillers in the last five years. Records of these installations must be submitted as part of their qualifications.
- .5 A full time supervisor suitable to the Owner and the Engineer will be employed to supervise the complete project. This supervisor shall cooperate and co-ordinate with the Owner and/or the Engineer to locate equipment, anchors and supports.

## **5. PROJECT OBJECTIVES**

The works to be completed may include, but are not limited to, the following:

All works to be completed to accepted best practices for high quality and sustainable refrigeration practices.

## **6. WORK SCHEDULE**

As the excavation is planned to start November 1<sup>st</sup>, 2017, it is expected the structural foundation work to commence for the facility at the beginning of December, 2017. The expected project completion date will be August, 2019.

The Contractor will undertake all health and safety matters in accordance with company occupational health and safety program and the site-specific safety program that will be developed based on the safety, environmental, and operational risks associated with the proposed construction project.

The Contractor will promote, assist at, and demonstrate a positive safety attitude at the *Place of the Work*.



**SCHEDULE B – FORM OF SUBMISSION**

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

**AND**

**STATEMENTS OF QUALIFICATIONS**

**Type of Pre-Qualification:**

This Request For Expressions of Interest and Statements of Qualifications (RFEOI/SOQQ) will enable the City of Surrey (the “City”) to determine your relevant experience, capacity, resources, and financial capability for eligibility to submit a Request For Proposal for contractor work packages for the North Surrey Sports and Ice Centre.

Materially incomplete RFEOI/SOQ 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.

**Project Description:**

**Project Title:** Supply, Delivery and Installation of Refrigeration Plant and Arena Floor Package for the North Surrey Sports and Ice Centre.

**Project Reference No.:** 1220-050-2017-005

The City invites experienced and qualified ammonia refrigeration contractors for the supply, installation, start up and warranty of a new ammonia refrigeration plant and arena floors for three NHL size rink for the North Surrey Sports and Ice Centre.

**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 \_\_\_\_\_ Website \_\_\_\_\_  
Address: \_\_\_\_\_ 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
21. Do you carry Professional Errors and Omissions Insurance?  Yes  No If "Yes", provide the following details:

(i) Amount of coverage:

- (a) Per Occurrence / Claim: \_\_\_\_\_
- (b) Aggregate: \_\_\_\_\_

(ii) Detail specific exclusions (if any):

Comment:

(iii) Detail whether there is a limit on the number of claims per annum:

Comment:

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) (search "Insurance Certificates") titled City of Surrey Certificate of Insurance Standard Form.

**Bonding Reference:**

22. Name of Bonding Company: \_\_\_\_\_
23. Address: \_\_\_\_\_
24. Contact Person: \_\_\_\_\_
25. Telephone/Fax Numbers: Phone: \_\_\_\_\_ Fax: \_\_\_\_\_
26. Email of Surety Reference: \_\_\_\_\_
27. Can your firm provide a Bid Bond?  Yes  No BONDING LIMIT (\$) \_\_\_\_\_

28. Can your firm provide a Performance Bond?  Yes  No BONDING LIMIT (\$) \_\_\_\_\_
29. Can your firm provide a Labour & Material Payment Bond?  Yes  No BONDING LIMIT (\$) \_\_\_\_\_
30. Current Bonding In Effect: \$ \_\_\_\_\_

**Annual Project Volumes:**

31. Approximate annual value of construction projects completed in each of the last 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"/>

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

**SECTION D. WORK EXPERIENCE PROFILE**

33. Respondents should provide details, in order of date, of relevant construction projects completed in the past five years – Schedule B – Appendix A (data sheet).
34. Respondents should provide details, in order of date, of relevant construction projects underway as of Submission Date – Schedule B - Appendix B (data sheet).
35. Management and Personnel: Qualifications and relevant experience of senior management and key technical staff:  
 (a) brief resume identifying each individual’s qualifications and relevant professional experience and the number of years they have worked for the Respondent;  
 (b) specific projects worked on; and  
 (c) details of the training that will be provided to field personnel.
36. Subcontractors: 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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you evaluate the ability of subcontractors to comply with applicable Health, Safety and Environment requirements as part of the selection process?  Yes  No

Do you include subcontractors in:

- Audits?  Yes  No
- Health, Safety and Environment Meetings?  Yes  No
- Health, Safety and Environment Orientation?  Yes  No
- Inspections?  Yes  No
- Do your subcontractors have a written Health, Safety and Environment Management Program or System?  Yes  No
- Do you use Health, Safety and Environment performance criteria in the selection of subcontractors?  Yes  No

37. Respondents should provide details of your approach to selecting subcontractors, suppliers addressing in particular:

- The subcontractors and suppliers you have successfully used on previous construction and related works projects that could be used in the future on various procurement opportunities that may arise within the time period of this RFEOI/SOQ; and
- Your approach to achieve competitive pricing and excellent quality:

Comments:

38. Management of consultants, subcontractors and material supplier(s). Respondents should provide details of the approach to the management of its consultants, subcontractors and material suppliers:

Comments:

39. Respondent should describe the availability of staff to work on this project including your capacity to undertake project, in terms of maximum available crew size (Estimated):

Comments:

**SECTION E. TECHNICAL CAPACITY**

40. Workers' Compensation Board Information:

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

Letter of Good Standing attached:  Yes  No

41. Equipment and Materials:

Do you maintain a list of the major equipment (e.g., cranes, forklifts) your company has available for work at this site, and the method of establishing the competencies to operate this equipment?

Yes  No. Respondent should provide a representative list of major equipment and size.



Do you conduct inspections on operating equipment (e.g., cranes, forklifts) in compliance with the regulatory requirements?  Yes  No

Do you have a system for establishing the applicable Health, Safety and Environmental specifications for the acquisition of materials and equipment?  Yes  No

Do you maintain operating equipment in compliance with the manufacturer's and any local legislative requirements?  Yes  No

Do you maintain the applicable inspection and maintenance certification records for operating equipment?  Yes  No

42. Quality Control Program: Respondents should provide a description of their quality control program; how it works, personnel who provide it, standards by which the effectiveness of the program can be measured, record of results on previous projects, etc.

Comments:

43. Health and Safety: Utilization of Occupational Health and Safety (OH&S) – Respondents should provide evidence of a current program in place, a sample or example OH&S program with a general construction safety program for all workers.

Do you have specific Health and Safety Training Program for supervisors?  Yes  No

Have your employees received the required Health and Safety training and retraining?  
 Yes  No

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, please list.

44. Utilization of Waste Management & Reduction Policy and Plan: Respondents should 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).

45. Utilization of Traffic Management: Respondents should 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).

46. Contracts:

(a) Has your firm or any predecessor firm defaulted on a contract or had work terminated for non-performance within the last five (5) years?  Yes  No If "Yes", Respondent should briefly describe the project, owner, date and the circumstances/reason(s):

Comments:

(b) Respondent should identify projects where there were any outstanding deficiencies. List any contractor charge backs or liquidated damages assessed for failure to complete on time:

Comments:

(c) Respondent should briefly describe any work that was rejected by an owner or that was not paid for or had to be removed and replaced.

Comments:

(d) Respondent should briefly describe any work that conditionally accepted by an owner but with a contractor charge back or partial payment:

Comments:

47. 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?

Comments:

48. Respondent should list the categories of work that your organization normally performs with its own forces.

Comments:

49. Customer Service: Respondents should 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:

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

Comments:

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

Comments:

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

This Submission is submitted this \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

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)

Last Modified: October 3, 2016  
RDO

**APPENDIX A**

**RELEVANT<<insert type of work >> 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: \_\_\_\_\_

Original Contract Value: \$ \_\_\_\_\_ Final Contract Value: \$ \_\_\_\_\_

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

Subcontract Value: \$ \_\_\_\_\_

Original Planned Completion Date: \_\_\_\_\_ Actual Completion Date: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

Original Contract Value: \$ \_\_\_\_\_ Final Contract Value: \$ \_\_\_\_\_

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

Subcontract Value: \$ \_\_\_\_\_

Original Planned Completion Date: \_\_\_\_\_ Actual Completion Date: \_\_\_\_\_

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

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

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

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

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

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

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

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

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

Original Contract Value: \$ \_\_\_\_\_ Final Contract Value: \$ \_\_\_\_\_

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

Subcontract Value: \$ \_\_\_\_\_

Original Planned Completion Date: \_\_\_\_\_ Actual Completion Date: \_\_\_\_\_

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

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

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

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

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

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

**APPENDIX B**

**RELEVANT <<insert type of work >> 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: \_\_\_\_\_

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

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

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