



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

**Title:**                   **GENERAL CONTRACTOR PRE-QUALIFICATION FOR  
COMPRESSED NATURAL GAS (CNG) STATION DESIGN-BUILD-  
OPERATE AND MAINTAIN**

**Reference No.:**       **1220-050-2016-013**

**(Construction Services)**

**REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS  
GENERAL CONTRACTOR PRE-QUALIFICATION FOR COMPRESSED NATURAL GAS (CNG)  
STATION DESIGN-BUILD-OPERATE AND MAINTAIN**

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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, request for proposal (RFP) stage when called.

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

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;

“**DBOM**” means Design, Build, Operate and Maintain;

“**Evaluation Team**” means the team appointed by the City;

“**Information Meeting**” has the meaning set out in section 2.2;

“**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 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 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 Information Meeting**

An information meeting will be hosted by the City Representative to discuss the City’s requirements under this RFEOI/SOQ (the **“Information Meeting”**). While attendance is at the discretion of Respondents, Respondents who do not attend will be deemed to have attended the Information Meeting and to have received all of the information given at the Information Meeting. At the time of issuance of this RFEOI/SOQ a meeting has been scheduled as follows:

Date: Tuesday, October 4, 2016  
Time: 10:00 a.m. (local time)  
Location: Surrey Operations Works Yard (Central)  
6651 – 148<sup>th</sup> Street, Surrey, British Columbia

Please be prompt. An initial discussion will take place to discuss the general performance requirements followed by a brief site tour.

Contractors shall comply with the City's site safety rules and regulations. Each Respondent must supply and wear the following:

- Hard hat
- 6" cut steel toe boots
- Safety vest

The City prefers only one (1) representative from each Respondent firm to participate in the Information Meeting.

### 2.3 Date

The City would prefer to receive Submissions on or before Tuesday, October 18, 2016. The City's office hours are 8:30 am to 4:00 pm, except holidays.

### 2.4 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: #1220-050-2016-013

### 2.5 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.

## **2.6 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. 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 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 reputation, capacity, availability of resources, qualifications, competencies, and financial capability (Schedule B);
- Criterion 2: Relevant availability of suitable equipment and capacity (Schedule B);
- Criterion 3: Strength and relevance of demonstrated experience, qualifications and capability of the proposed Respondent's key personnel (including sub-contractors) with projects of comparable size, scope and complexity showing proven results (Schedule B);
- Criterion 4: Relevant CNG Station Design-Build projects completed in the past five years (Schedule B - Appendix A) (data sheet);
- Criterion 5: CNG Station Design-Build projects underway as of the Submission Date (Schedule B - Appendix B) (data sheet); and
- Criterion 6: Operating and Maintenance contracts underway and started preferably 2 years ago from Submission date (Schedule B - Appendix C) (data sheet).

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 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, City Staff and City Consultants**

Respondents and their agents will not contact any member of the City Council, City staff or City consultants with respect to this RFEOI/SOQ, other than the City Representative named in section 2.4, 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.

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## SCHEDULE A – SCOPE OF SERVICES

### Project Title: GENERAL CONTRACTOR PRE-QUALIFICATION FOR COMPRESSED NATURAL GAS (CNG) STATION DESIGN-BUILD-OPERATE AND MAINTAIN

Project Reference No.: 1220-050-2016-013

#### 1. GENERAL PROJECT INFORMATION

The City has a legacy CNG station in operation at its Operations Center located at 6651-148<sup>th</sup> Street, Surrey, BC. The existing station has a single CNG dispenser and compressor that was installed in the early 90's and is near the end of its useful life. The City currently operates 31 light-duty CNG vehicles at the existing CNG station. The City is committed to reducing greenhouse gas emissions from its operations. In pursuit of this mandate, it has plans to significantly increase its CNG fleet size thereby displacing gasoline and diesel fuel use. In addition, the City has projected additional load from 3<sup>rd</sup> party CNG fleets which would access the CNG station. To meet this alternative fuel demand, the City is planning to demolish the existing CNG station and construct a new station on the same site with increased capacity to meet the projected load.

The City is looking to pre-qualify contractors to execute the project on a design-build-operate-maintain (DBOM) basis.

#### 2. PROPOSED DEVELOPMENT

The City has completed a preliminary design study to assess the required infrastructure and siting of a new facility. The preliminary design is based on the projected CNG fuel load growth over the next 25 years. These projections are based on the following three different types of vehicles that will use the new station.

- Light-Duty Dual-Fuel (Gasoline/CNG) Pickup Trucks (both City-owned and private 3rd party-owned)
- Heavy-Duty Class 8 Bi-Fuel (Diesel/CNG) Trucks
- Heavy-Duty Class 8 Dedicated CNG Trucks

The CNG Station will be a fast fill station that will accommodate both heavy duty and light duty fueling. The station will be accessible 24 hrs per day; however the majority of vehicles will fill during one of two peak periods during a normal business day as follows.

- 0730-0900 hrs
- 1430-1600 hrs

The City has been in negotiation with FortisBC who have indicated that they can provide an unregulated gas supply of 1000 scfm (1700 Sm<sup>3</sup>/hr) @ up to 55 psig operating pressure. Normal pressure available is approximately 50 psig but is expected to drop on cold winter days.

Given the uncertainty inherent in load projections and timing, the City would like to have a station design that is expandable wherein the station can be easily upgraded with

additional equipment but without major site work. These upgrades may include a combination of one or more of the following equipment additions.

- One (1) 250 HP compressor
- One (1) 3-vessel CNG gas storage assembly
- One (1) CNG Dispenser
- Time Fill Posts

As part of the City's preliminary design work, an initial base line CNG station design has been configured and is expected to consist of the major equipment listed in Table A.1.

**Table A.1 – Major Equipment List**

Item	Description	Qty
1.	Gas Service Meter Set ➤ Supplied and installed by FortisBC	1
2.	Gas Dryer ➤ Type: Single tower, manually regenerative ➤ Flow capacity: 1000 scfm @ 50 psig ➤ Electrical Supply: 600VAC/3-ph/Hz	1
3.	CNG Compressor ➤ Type: reciprocating, electric drive ➤ Main motor: 250hp, 600VAC/3-ph/60Hz ➤ Flow capacity: 450 scfm @ 40 psig inlet/4500 psig discharge ➤ MCC: off-skid with electronic soft starters	1
4.	Gas Management Panel ➤ Type: 5-priority, 3-line fast-fill, 1-line time-fill w/temp. compensation ➤ Line size: 3/4" minimum	1
5.	CNG Storage Assembly ➤ Type: 3-vessel, ASME, vertically stacked ➤ Vessel size: 20"OD X 23' long ➤ Capacity: 1000L water volume per vessel ➤ MAWP: 5000 psig	1
6.	CNG Dispenser ➤ Type: 2-Hose, 2-side ➤ Line size: 1/2" minimum ➤ MAWP: 5000 psig ➤ Temp. Compensated Fill Pressure: 3600 psig @ 21°C ➤ Hose 1: light-duty, NGV1, Type 1 nozzle ➤ Hose 2: heavy-duty nozzle	1
7.	CNG Dispenser ➤ Type: 2-Hose, 2-side ➤ Line size: 1/2" minimum ➤ MAWP: 5000 psig ➤ Temp. Compensated Fill Pressure: 3600 psig @ 21°C ➤ Hose 1: light-duty, NGV1, Type 1 nozzle ➤ Hose 2: light-duty, NGV1, Type 1 nozzle	1
8.	Fuel Management System ➤ Type: Computrol SPT1000 or equivalent	1
9.	Fuel Island Terminal ➤ Type: Computrol SPT1000 or equivalent	1
10.	Primary Electrical Service Equipment ➤ Type: 750 kVA, 600V/3-ph/60Hz/800 Amp Service	1
11.	MCC Kiosk ➤ Type: pre-fabricated enclosure for compressor MCC panels	1

A concept site plan including equipment is provided in Appendix D.

### **3. PROJECT OBJECTIVES**

The City is looking to minimize total life cycle cost for the CNG station. The purpose of a design-build-operate-maintain project contract is to provide an opportunity for the contractor to optimize the design of the station so that the cost of capital, operations and maintenance as a sum are minimized for the life of the project. The station design as conceived by the City may not be optimum. The pre-qualified Respondents will have the opportunity to propose an alternate design as part of the future competitive procurement process.

### **4. PROJECT EXECUTION**

The successful proponent will be expected to deliver the CNG station on a “turn-key” basis including but not limited to, design, engineering, project management, permitting, equipment supply, construction supervision, installation and commissioning. The City will monitor, review, track and approve the progress of the project.

Upon completion of the installation, the successful proponent will commence with executing an operations and maintenance contract for a contracted period to be determined (i.e. 5 – 10 years).

### **5. DESIGN CONSTRUCTION AND OPERATING STANDARDS**

The CNG fueling facility shall be designed, constructed, tested, and operated in accordance with the highest quality of workmanship, industry best practices and to the applicable sections of the latest edition of the following regulations, codes and standards.

- CSA B108 – *Natural Gas Fueling Stations Installation Code*
- CSA B51 Parts 1 & 3 – *Canadian Boiler Pressure Vessel and Piping Code*
- ASME B31.3 – *Process Piping* as required by CSA B51
- *ASME Boiler and Pressure Vessel Code, Section VIII, Division 1*
- CSA B149.1 – *Natural Gas and Propane Installation Code*
- API 520 – *Sizing, Selection and Installation of Pressure-Relieving Devices in Refineries*
- ANSI NGV4.2/CSA 12.52 – *Hoses for Natural Gas Vehicles and Dispensing Systems*
- CSA C22.1 – *Canadian Electrical Code*
- BC Building Code
- BC Pressure Equipment Regulations
- BCSA directives
- Local City Regulations and Bylaws

### **6. PROJECT SCHEDULE**

The following is the City’s estimated timeline for the competitive selection process and the project:

Activity	Date
Project award/kick-off	Jan 3, 2017
Order placed for CNG equipment	Mar 13, 2017
Issue Building Permit package	Mar 22, 2017
Final design review	May 3, 2017
Obtain building & demolition permits	May 31, 2017
Obtain BCSA gas design registration	May 31, 2017
Issue documents for construction (IFC)	June 14, 2017
Start of construction	June 28, 2017
CNG equipment delivery to site	Sep 4, 2017
Completion of construction	Sept 26, 2017
Station start-up & commissioning	Oct 5, 2017
Station in operation	Nov 1, 2017

All dates in the above timeline are subject to change at the discretion of the City.

The preceding schedule assumes that the successful proponent awarded the DBOM contract will retain all subcontractors and consultants (except for the CNG equipment manufacturer) at award of contract. As such, no allowance is provided in the schedule for subcontractor or consultant tendering processes.

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

**AND**

**STATEMENTS OF QUALIFICATIONS**

**Type of Pre-Qualification:** General Contractor

This Request For Expressions of Interest and Statements of Qualifications (RFEOI/SOQQ) will enable the City of Surrey (the “City”) to determine your capacity, skill and relevant experience for eligibility to submit proposals for general contractor work packages for the City’s proposed CNG Station Design-Build-Operate-Maintain Project. 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: General Contractor Pre-Qualification for Compressed Natural Gas (CNG) Station Design-Build-Operate and Maintain.**

**Reference No.: 1220-050-2016-013**

The City invites experienced and qualified contractors for the proposed construction of a CNG fueling station that includes design, engineering, permitting, equipment supply, construction, installation, commissioning, operations and maintenance, to pre-qualify for eligibility to participate in an invitational second-stage competitive solicitation process.

**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

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:**

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. Approximate annual value of CNG station construction contracts completed in each of the last five years:

Year	Value (Labour, Equipment and Materials)
[ ]	\$ [ ]
[ ]	\$ [ ]
[ ]	\$ [ ]



	\$	
	\$	

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. Respondents should provide details, in order of date, of CNG station projects completed in the past five years – Schedule B – Appendix A (data sheet).
33. Respondents should provide details, in order of date, of projects of similar nature completed – Schedule B - Appendix B (data sheet).
34. Respondents should provide details, of operating and maintenance contracts currently underway and preferably started more than two (2) years ago from Submission Date – Schedule B - Appendix C (data sheet).
35. **Key Personnel:** Respondents should provide a complete listing of all key personnel who could be assigned to this project, including an organizational chart (e.g., senior management, project management, supervisory personnel), including but not limited to the following:
- (a) brief resume identifying each individual’s qualifications and relevant 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

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 and suppliers addressing in particular:

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

38. Management of consultants, subcontractors and material supplier

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

39. Respondent's capacity to undertake project, in terms of maximum available crew size (Estimated):  
\_\_\_\_\_.

**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. Utilization of Quality Assurance and Quality Control: Respondents should 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).

43. Health and Safety:

Utilization of Occupational Health and Safety (OH&S) – Respondents 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 – 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 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

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?

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

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:

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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:

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51. 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 \_\_\_\_\_, 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)

**APPENDIX A**

**RELEVANT CNG STATION DESIGN-BUILD PROJECTS (in order of date) COMPLETED IN THE PAST FIVE YEARS (data sheet):**

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

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

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

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

List of Major Equipment Installed: \_\_\_\_\_

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

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

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

List of Major Equipment Installed: \_\_\_\_\_

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

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

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

List of Major Equipment Installed: \_\_\_\_\_

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

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

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

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

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

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

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

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

**APPENDIX B**

**CNG STATION DESIGN-BUILD PROJECTS (in order of date) UNDERWAY AS OF SUBMISSION DATE (in order of date) (data sheet):**

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

**Ref. #1. Project Title and Date:** \_\_\_\_\_ Date: \_\_\_\_\_  
Project Description: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
List of Major Equipment Installed: \_\_\_\_\_  
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: \_\_\_\_\_

**APPENDIX C**

**CNG STATION OPERATIONS AND MAINTENANCE CONTRACTS UNDERWAY AND STARTED  
PREFERRABLY 2 YEARS AGO (in order of start date) FROM SUBMISSION DATE (data sheet):**

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

**Ref. #1. Site Name** \_\_\_\_\_ Start Date: \_\_\_\_\_  
Site Location: \_\_\_\_\_  
Major Equipment/Size List: \_\_\_\_\_  
Description of Service Provided: \_\_\_\_\_  
Service Contract Value (\$): \_\_\_\_\_  
Service Manager: \_\_\_\_\_ Service Technician: \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax: Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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**Ref. #2. Site Name** \_\_\_\_\_ Start Date: \_\_\_\_\_  
Site Location: \_\_\_\_\_  
Major Equipment/Size List: \_\_\_\_\_  
Description of Service Provided: \_\_\_\_\_  
Service Contract Value (\$): \_\_\_\_\_  
Service Manager: \_\_\_\_\_ Service Technician: \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax: Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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**Ref. #3. Site Name** \_\_\_\_\_ Start Date: \_\_\_\_\_  
Site Location: \_\_\_\_\_  
Major Equipment/Size List: \_\_\_\_\_  
Description of Service Provided: \_\_\_\_\_  
Service Contract Value (\$): \_\_\_\_\_  
Service Manager: \_\_\_\_\_ Service Technician: \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax : Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

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**Ref. #4. Site Name** \_\_\_\_\_ Start Date: \_\_\_\_\_  
Site Location: \_\_\_\_\_  
Major Equipment/Size List: \_\_\_\_\_  
Description of Service Provided: \_\_\_\_\_  
Service Contract Value (\$): \_\_\_\_\_  
Service Manager: \_\_\_\_\_ Service Technician: \_\_\_\_\_  
**Name of Contract Owner:** \_\_\_\_\_  
Refer To: \_\_\_\_\_  
Telephone/Fax: Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

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