



REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

Title: Provision of Mid-Construction Airtightness Testing, On-Site
Builder Education, and Airtightness Data for Part 9 Residential
Buildings

Reference No.: 1220-050-2018-014

FOR PROFESSIONAL SERVICES

(General Services)
Issue Date: January 9, 2019

REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS

PROVISION OF MID-CONSTRUCTION AIRTIGHTNESS TESTING, ON-SITE BUILDER EDUCATION, AND AIRTIGHTNESS DATA FOR PART 9 RESIDENTIAL BUILDINGS

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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 licensed energy advisors or entities that employ or otherwise manage licensed energy advisors (the “Respondent(s)”) that, via the standard submission form in Schedule B – Form of Submission, describe the relevant expertise, experience, capabilities, and resources to undertake the project as generally set out in Schedule A – Scope of Services; and
- (b) to select a Respondent or Respondents (the “Preferred Respondent(s)”) that are eligible to provide the services as generally set out in Schedule A – Scope of Services.

This RFEOI/SOQ is not a solicitation of proposals; rather it is a non-binding invitation to qualified Respondents to make themselves known to the City of Surrey (the “City”) by providing information and by demonstrating to the City their desire, relevant expertise, capability, reputation and available resources.

This RFEOI/SOQ is intended to determine the range and level of interest and expertise of Respondents in relation to this project. All interested parties should respond to this RFEOI/SOQ as the City does not guarantee additional opportunities to participate in this project. After receiving Submissions, the City may choose to terminate the process or to explore further a framework for the project with a Respondent or Respondents.

1.2 Definitions

In this RFEOI/SOQ the following definitions shall apply:

“**BC Bid Website**” means 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;

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

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

“Preferred Respondent(s)” means the Respondent(s) selected by the Evaluation Team under this RFEOI/SOQ;

“Respondent” means a licensed energy advisor or an entity employing or otherwise managing licensed energy advisors 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 number. A Submission should be submitted in the form as described in Section 3.2 – Form of Submission.

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

(a) E-mail

If the Respondent chooses to submit by email, the Respondent should submit the Submission electronically in a single pdf file which must be delivered to the City by email at: 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 [604-590-7274] 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 Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue, Surrey, BC V3T 1V8, Canada

2.2 Date

The City would prefer to receive Submissions on or before **January 31, 2019**. Submissions will be evaluated by the Evaluation Team as they are received and may identify Preferred Respondents prior to this closing date. 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, by email, 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

Reference: #1220-050-2018-014

Inquiries should be made no later than seven (7) business days before the closing Date. The City reserves the right not to respond to inquiries made within seven (7) business days of the closing Date. Inquiries and responses will be recorded and may be distributed to all Respondents at the discretion of the City.

Respondents finding discrepancies or omissions in the RFEOI/SOQ documentation or having doubts as to the meaning or intent of any provision should immediately notify the City Representative. If the City determines that an amendment is required to this RFEOI/SOQ, the City Representative will issue an addendum in accordance with section 2.4. No oral conversation will affect or modify the terms of this RFEOI/SOQ nor be relied upon by any Respondent.

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 (the “BC Bid Website”) and the City Website at www.surrey.ca (the “City Website”) that will form part of this RFEOI/SOQ. No amendment of any kind to the RFEOI/SOQ is effective unless it is posted in a formal written addendum on the City Website. Upon submitting a Submission, Respondents will be deemed to have received notice of all addenda that are posted on the City Website.

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. 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 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 as attached as **Schedule B – Form of Submission**. Respondents are encouraged to respond to each item in the order listed for each Respondent seeking to become a Preferred Respondent.

If the Respondent is an entity or a service organization and submits a response form for more than one individual, the Evaluation Team may select only a subset of individuals to be Preferred Respondents.

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 Preferred Respondent(s) to the City.

4.2 Evaluation Criteria

The Evaluation Team will compare and evaluate all Submissions to determine each Respondent's strength and ability to provide the Services.

The Evaluation Team will consider each Respondent's experience, reputation, technical capabilities (where demonstrated), and language(s) in which the Services can be delivered, assessed against the Service requirements detailed in Schedule A.

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 Presentations/Demonstrations

The Evaluation Team may, at its discretion, invite some or all of the Respondents to appear before the Evaluation Team to demonstrate their experience providing on-site airtightness education to builder teams through previous airtightness testing or other relevant work, on the date and time to be specified by the City. In such event, the Evaluation Team will be entitled to consider the answers received in evaluating Submissions.

4.6 Reference Checks

The City will conduct reference checks by telephone (unless the contact person for the reference is only available in writing by email). The City will make all reference check requests to contacts supplied by the Respondent using the information provided in the Submission.

Wherever information provided by a reference differs from the information supplied by the Respondent, the information supplied by the reference will be the information evaluated.

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 select 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 Contract.

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.

5.7 City Disclaimer

- (a) The information in this RFEOI/SOQ and any further supporting documentation is provided for reference purposes only. It is the responsibility of interested parties to confirm the accuracy and applicability of this information. All costs related to updating or acquiring additional information shall be born solely by the Respondent. The information contained in this RFEOI/SOQ has been prepared, in part, on information provided by others, and such information is believed to be accurate and reliable. However, by its receipt of this RFEOI/SOQ, each Respondent remises, releases, and forever discharges the City and its representatives (including staff and consultants and other professional advisors) from any and all claims which such person has, have, or may hereafter have

arising out of any information contained herein. Any party who intends to submit a response to this RFEOI/SOQ is specifically invited to independently verify the accuracy of the information contained herein.

- (b) The City shall not be obligated to review or accept any Submission and may reject any or all Submissions without giving reasons, therefore.
- (c) All negotiations and discussions with Respondents are on a “without prejudice” basis and cannot be construed as an agreement, and/or otherwise unless expressly approved by City Council and a written agreement is signed by the City.
- (d) The City may negotiate with any one or more of the Respondents without having any duty or obligation to advise or allow any other Respondents to vary their Submission or otherwise negotiate with the City.
- (e) The City may enter into discussions to clarify issues related to any Submission. If at any time the City reasonably forms the opinion that a mutually acceptable agreement is not likely to be reached, the City may give notice terminating discussions, but is under no obligation to do so.
- (f) The City does not authorize any other person or agency to represent the Project on its behalf without the prior written approval of the City.
- (g) By submitting a Submission and participating in the process as outlined in this RFEOI/SOQ, Proponents expressly agree that no contract of any kind is formed under, or arises from, this RFEOI/SOQ process.

5.8 Disclaimer

Notwithstanding anything contained herein, the Respondent agrees that he shall take all necessary steps to confirm the accuracy of this RFEOI/SOQ and agrees that the City shall have no liability whatsoever in respect of any losses or damages of any kind howsoever arising in relation to this RFEOI/SOQ.

-END OF PAGE-

SCHEDULE A - SCOPE OF SERVICES

PROJECT TITLE: PROVISION OF MID-CONSTRUCTION AIRTIGHTNESS TESTING, ON-SITE BUILDER EDUCATION, AND AIRTIGHTNESS DATA FOR PART 9 RESIDENTIAL BUILDINGS

REF. NO.: 1220-050-2018-014

1. PURPOSE

The City of Surrey (the “City”) is seeking experienced and qualified energy advisor(s) licensed by Natural Resources Canada to provide mid-construction airtightness testing and associated on-site education for local builders of new Part 9 residential buildings to support the City’s implementation of the BC Energy Step Code.

The City anticipates that the program will give local builders a chance to get a deep understanding of how their buildings perform, work with a wide range of air-sealing materials to manage airtightness and improve understanding of techniques to properly use the materials and ensure airtight performance.

The City will analyze data collected from the mid-construction and any final airtightness tests to better understand current airtightness performance of new buildings in Surrey.

2. GENERAL PROJECT INFORMATION

BC Energy Step Code

In conjunction with streamlining the building regulatory framework, the Province has introduced the BC Energy Step Code (the “**Energy Step Code**”) into the British Columbia Building Code (“BCBC”). The Energy Step Code establishes incremental performance-based requirements to transition the Province’s prescriptive technical energy efficiency requirements for buildings today to net-zero energy ready buildings by 2032. For Part 9 residential buildings, the City has adopted Step 1 (of 5 Steps), effective April 1, 2019. The BCBC requirements to achieve Step 1 of the Energy Step Code are the same as the base requirements for building performance; however, they require builders to conduct whole-building energy modelling to demonstrate energy performance and to conduct airtightness testing.

There is an identified expertise gap among many builders in the Lower Mainland with regard to ensuring adequate airtightness during new construction. The City seeks to address this gap through a mid-construction airtightness test offer to builders prior to the City’s implementation of the Energy Step Code and while Part 9 buildings are at Step 1. The offer to builders will include a City-funded on-site blower door test, walk-through airtightness inspections, and on-site instruction on airtight building techniques and effective airtightness mitigation strategies for home builders developing new Part 9 residential projects within the City.

3. REQUIRED SERVICES

3.1 The Services will include:

- (a) Conducting accurate mid-construction blower door tests;
- (b) Leading builder team members on the site in a walk-through of the pressurized/depressurized home, pointing out priority areas of air leakage;
- (c) Providing on-site instruction to the builder team members on site regarding:
 - construction techniques to prevent air leakage issues; and
 - techniques to mitigate or stop air leakage after the air barrier is installed, with an objective of achieving the performance levels to achieve compliance with the airtightness requirements set out in Step 3 of the Energy Step Code (i.e. 2.5 ACH @50 Pa respectively), which the City requires beginning January 1, 2021.
- (d) Completing a standard mid-construction airtightness testing form and standard short report summarizing the building characteristics, airtightness results, identified issues, and recommended solutions, among other things; and
- (e) Providing the City with the final airtightness test results from any buildings where both mid-construction and final airtightness tests are conducted.

There is no limit on how many of instances of the required Services a Preferred Respondent can provide.

For the completion of the Services listed above, the City will then pay the Preferred Respondent a flat rate fee of \$400 per site visit, plus applicable taxes, which will represent the total fees paid for these Services. No expenses or disbursements shall be payable for the Services.

3.2 As a part of the Services, the Preferred Respondent(s) will be responsible to provide:

- (a) Materials:
 - A blower door device along with all other tools, materials and supplies required to carry out this test (e.g. generator, extension cord);
 - Tools, materials and supplies needed to efficiently locate sources of air-leakage in a pressurized/depressurized home (e.g. IR camera, smoke pencils, etc.); and,
 - Tools, materials and supplies needed to demonstrate air-tight construction techniques and effective mitigation (i.e. air-barrier repair) measures (e.g. tape, mastic, caulking).
- (b) Trained and qualified personnel able to:
 - Perform a blower door test per standard testing protocols;
 - Lead builders through an on-site walk-through tour of the home under construction, locating all significant sources of air leakage;
 - Prioritize the most significant air-leakage locations, and provide effective hands-on instruction to the builder team members on site regarding:
 - Construction techniques to prevent air leakage issues; and
 - Techniques to mitigate or stop air leakage after the air barrier is installed.

4. PROCESS

The City anticipates the following process for licensed energy advisors providing the Services to builders:

- (a) Qualifying home builders will need to be associated with an active Building Permit issued by the City in order to qualify for the program. Qualifying individuals will be able to have a mid-construction blower-door test conducted at a detached, semi-detached, or row house unit under construction within the boundaries of the City;
- (b) To have a mid-construction blower door test done, eligible builders will contact the City to request a coupon serial number from City staff. No builder shall hold more than one unredeemed coupon serial number at one time, unless otherwise approved by the City. No more than three coupon serial numbers in total shall be provided to any individual builder or be used at the same development project (including phased developments);
- (c) Builders requesting a mid-construction blower door test and diagnostic walk-through will provide the Preferred Respondent with the coupon number, and identify the unit proposed for testing. The Preferred Respondent should contact the City to check that the coupon and proposed site is valid prior to confirming the job with the builder to ensure the Services will be eligible for reimbursement;
- (d) Upon completion of the site visit, the Preferred Respondent will provide the City with a summary report addressing the items in Section 5 - Deliverables item (d) below (using a Microsoft Word template provided by the City), signed by the builder, and invoice the City for Services rendered; and,
- (e) Upon review of the summary report, confirmation from the builder that the Services have been rendered, and acceptance of the invoice, the City will pay the Service Provider a flat rate fee of \$400 per site visit, plus applicable taxes, which will represent the total fees paid for the Services;

5. DELIVERABLES

For each site visit conducted, the Preferred Respondent will be expected to provide the following deliverables:

- (a) A blower door test of the specified building using standard airtightness testing protocols;
- (b) A walk-through tour of the home under construction identifying all significant air leakage issues and techniques to mitigate or stop air leakage;
- (c) A completed mid-construction blower door test form as directed by the City;
- (d) A standard summary report following a template provided by the City, provided to the City and the builder in a single email, with the following information (some items may be removed if covered by the forthcoming Energy Step Code Council-endorsed standard mid-construction blower door test form):

- Building Permit number;
 - Coupon number;
 - Unit tested (street address);
 - Conditioned floor space area;
 - Conditioned volume;
 - Air barrier type (1-2 sentence description);
 - Airtightness measurement before any mitigation steps taken during visit;
 - Airtightness measurement after any mitigation steps taken during visit;
 - List of priority areas and key issues affecting air leakage performance, accompanied by photos;
 - Recommendations regarding mitigation of identified leakage areas;
 - Recommendations for improved airtight building practice in general;
 - A statement signed by the builder verifying that all services were delivered; and,
 - An on-site photo of blower door on unit being tested (during test) with a Preferred Respondent in photo and date stamp.
- (e) Leave-behind information provided by the City to the Energy Advisor on available resources and training for effective air-tightness building and mitigation techniques (e.g. printed guides, information sheets with URLs to on-line resources).

-END OF PAGE-

SCHEDULE B - FORM OF SUBMISSION

**REQUEST FOR EXPRESSIONS OF INTEREST AND STATEMENTS OF QUALIFICATIONS
(RFEOI/SOQ)**

PROJECT TITLE: PILOT PROJECT TO UNDERSTAND THE IMPACT OF MID-CONSTRUCTION AIRTIGHTNESS TESTING AND ON-SITE BUILDER EDUCATION ON FINAL AIRTIGHTNESS PERFORMANCE OF PART 9 RESIDENTIAL BUILDINGS

REFERENCE NO.: 1220-050-2018-014

This document is intended to provide information on the capacity, skill and relevant experience of the Respondent. Respondents may supplement information requested with additional sheets, if required. This pre-qualification form should be the basis of the Submission.

Submitted To:

City Representative: Richard D. Oppelt, Purchasing Manager

Address: Surrey City Hall
Finance Department – Purchasing Section
Reception Counter, 5th Floor West
13450 – 104 Avenue Surrey, BC V3T 1V8, Canada

Fax: 604-599-0956

Email for PDF Files: purchasing@surrey.ca

A. RESPONDENT'S INFORMATION

Provide information, as applicable:

Full Legal Name of Firm: _____

Business Address: _____

Business Telephone: _____

Business Fax: _____

Business E-Mail Address: _____

Name of Service Organization: _____

Name of Licensed Energy Advisor: _____

Advisor I.D. Number: _____

Business Telephone: _____

Business E-Mail Address: _____

Company Profile

Corporation _____ Partnership _____ Individual _____

Year established/incorporated/organized: _____

Number of years providing the services: _____

B. RESPONDENT’S EXPERIENCE REPUTATION AND RESOURCES:

Respondents are encouraged to respond to each item in the order listed (use the spaces provided and/or attach additional pages, if necessary):

- (i) Respondent should describe their understanding of the required Services specified in Schedule A;
- (ii) Respondent’s relevant experience (breadth and depth) and qualifications in delivering Services of similar size and scope to those required by this RFEOI/SOQ. Describe why this experience is relevant to this project;
- (iii) Is the Respondent a licensed energy advisor by the Natural Resources Canada? Provide copy of resume with accreditations, if available;
- (iv) References: Respondents should provide references (name and telephone number). The City’s preference is to have a minimum of three (3) references that should demonstrate the ability of the Respondent to perform of similar nature, and complexity of this RFEOI/SOQ. Previous clients of the Respondents may be contacted at the City’s discretion.
- (v) Is the Respondent able to speak fluently in English and one or more languages other than English and can provide the required Services in those languages?
- (vi) A description of any difficulties or challenges you might anticipate in providing the required Services and how you plan to manage these;
- (vii) Respondent should describe if the Respondent agrees to provide the Services and deliverables detailed in Schedule A for a total cost of \$400 per site visit: and
- (viii) Respondents may include any additional information it believes is relevant that the City may consider in evaluating your company.

C. RELEVANT PAST PROJECTS COMPLETED IN THE PAST FIVE YEARS

(use the space provided and/or attach additional pages)

1) Builder Development Company: _____

Project Name: _____

Building Address: _____

Building Type Description: _____

Description of Services Rendered: _____
(e.g. mid-construction or final blower door test, building energy modelling, type of on-site education, involvement in building design)

Year(s) Services Rendered: _____

Reference Contact Details:

Key Reference Contact: _____

Reference Role on Project: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

E-Mail of Project Reference: _____

2) Builder Development Company: _____

Project Name: _____

Building Address: _____

Building Type Description: _____

Description of Services Rendered: _____
(e.g. mid-construction or final blower door test, building energy modelling, type of on-site education, involvement in building design)

Year(s) Services Rendered: _____

Reference Contact Details:

Key Reference Contact: _____

Reference Role on Project: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

E-Mail of Project Reference: _____

3) Builder Development Company: _____

Project Name: _____

Building Address: _____

Building Type Description: _____

Description of Services Rendered: _____
(e.g. mid-construction or final blower door test, building energy modelling, type of on-site education, involvement in building design)

Year(s) Services Rendered: _____

Reference Contact Details:

Key Reference Contact: _____

Reference Role on Project: _____

Telephone/Fax Numbers: **Phone:** _____ **Fax:** _____

E-Mail of Project Reference: _____

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

This Submission is submitted this _____ day of _____, 2019.

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)